

Procedures for the Management of Events and Conferences at Xavier University

Our campus is a premier location to host events and conferences for Xavier faculty, staff, students, and the broader community. To achieve our collective goals, we need to ensure all campus activities, events, conferences, and meetings are thoughtfully reviewed and coordinated to ensure effective management of campus event and classroom space throughout the year.

1) RATIONALE FOR APPROACH

- a) Use of campus event and classroom space over the course of the year is critical to business operations as we look for ways to maximize our facilities for use by both internal and external constituents. To ensure fair and equitable use of event and classroom space, the Office of Events and Conferences and the Office of the Registrar will serve as the point of contact for scheduling and coordination of events taking place on our campus. Use of space will be coordinated with Building Coordinators or local space managers/offices via 25Live; ultimate decision authority rests with the Office of Events and Conferences and the Office of the Registrar.

2) PROCEDURES FOR EVENT SPACE REQUESTS

a) Fall 2025

- i) Requests for campus space will be provided in congruence with the guidelines established in the [Guidelines for Group Event Space Reservations](#). Classrooms, labs, and other specific academic locations used for instruction will be prioritized and managed by the Office of the Registrar.
- ii) Event space requests for the Fall 2025 semester will continue to operate as they have in the past by following the specified procedures by individual or departmental space managers including use of AdAstra, Mazevo, or other space reservation software or Outlook Calendars.
- iii) All external event requests regardless of event space location should be routed to the Office of Events and Conferences. The Office of Events and Conferences will follow up with individual or department event space managers as needed.

b) 2026

- i) Requests for campus space will be provided in congruence with the guidelines established in the [Guidelines for Group Event Space Reservations](#). Classrooms, labs, and other specific academic locations used for instruction will be prioritized and managed by the Office of the Registrar.
- ii) Beginning in early 2026, faculty, staff, and students should submit event requests that require use of campus facilities indoors or outdoors via 25Live. 25Live is a comprehensive academic and event scheduling software which will be utilized for all locations on campus that can be reserved for use.
- iii) Event requests will be submitted by the requesting party via 25Live and then be routed to the appropriate approval authority for a given location. Additionally, if there are any additional a/v, personnel, catering, or other requests, those will also be routed to the appropriate individual or department. Every effort to accommodate event requests for faculty, staff, and students.
- iv) All external event requests regardless of event space location should be routed to the Office of Events and Conferences. The Office of Events and Conferences will follow up with individual or department event space managers as needed.

3) Additional Referenced Documents

- a) [Guidelines for Group Event Space Reservations](#)
- b) [Campus Events Memo](#)