

RULES & GUIDELINES

Room Use

- Rooms 100 (Ware), 141, and 320 are reserved solely for Wells School of Music courses, rehearsals, and events.
- Students/student orgs may not reserve 141 or 320.
- SMB 100 (Ware) requests must be submitted by a faculty member who will be present.
- SMB 310/311 must be requested via email and is intended for larger group use.

Student Booking Limits

- Max 2 consecutive hours/day per event (includes setup/cleanup).
- Longer bookings must be made by a faculty advisor.
- Students from the same org may not book consecutive slots, even for separate events, to prevent extended block reservations.
- **Exceptions:** Swope Lawn (FLD 352) and Student Lounge (SMB 203) may be booked beyond the 2-hour limit, but reservations should remain reasonable.

Access & ID Use

- Your ID will be programmed for your reservation time only.
- One ID per reservation. No early access.
- If your ID doesn't work, find a faculty member or custodian and show your confirmation email.
- Contact Public Safety only as a last resort.

Room Setup & Safety

- Do not remove chairs/stands.
- Reset room to its original setup after use.
- No food, drinks, or open flames allowed.

Tables

- Daytime: sign out from the main office.
- Evening: sign out from the music library.

Recital Receptions

- Senior & Graduate Recital receptions must be held in the Student Lounge (SMB 203).



Wells School of Music
Main Office, SMB 110, Business Hours:

Fall & Spring Semesters:
Monday – Friday, 8am-4:30pm

Winter & Summer:
Monday – Friday, 8am – 4pm

Office will be closed for major holidays,
inclement weather, and other
University-wide closures.

For questions or room inquiries, please
email SOMRMRQ@wcupa.edu.

Wells School of Music
Swope Music Building
817 S. High Street
West Chester, PA 19383
610.436.2739
wcupa.edu/music

Revised August 2025

BOOKING A ROOM — IN — SWOPE MUSIC BUILDING



WELLS 
SCHOOL OF **MUSIC**

WEST CHESTER UNIVERSITY

GETTING STARTED

Browser Support:



(Internet Explorer NOT supported)

YOU MUST BE SIGNED IN TO USE THE 25LIVE PRO SYSTEM

Access the 25LIVE PRO website at:

25live.collegenet.com/pro/wcupa

Click **Sign In** in the upper right-hand side of the page

- 25LIVE PRO is accessed by using your West Chester University username and password
- For username, login using your network username **without** "@wcupa.edu".
- For password, this will change anytime you change your network password.

Senior/Graduate Recital: Dress Rehearsal Policy

- Students are permitted one dress rehearsal in the Ware Family Recital Hall (SMB 100).
- The rehearsal duration must match the student's allotted recital time (½ hour or 1 hour).
- Percussion recitals are granted an additional ½ hour for setup and breakdown.
- The student's lesson professor must submit the request for SMB 100 and be present during the rehearsal.
- Swipe card access will be granted to the faculty member only. Students will not be admitted into the hall before their professor arrives.

CHECKING ROOM AVAILABILITY

CHECKING LOCATIONS:

- Click [Go to Search](#) at the top of the page
- From the dropdown menu next to **Select Object** choose **Locations**
- From the second dropdown menu type in **Swope Music Building** or **SMB** and select it from the search results. Click star to favorite location
- Click on the **Availability** button for best view
- You can change the date and if you want to see a specific room's availability click on it from the grid.

USING QUICK SEARCH:

- Click on and locate the Quick Search area on upper left side of page
- Quick Search allows you to search Events, Locations, Resources, and Organizations by simply entering any part of the name (i.e. Wind Ensemble Sectional, Swope Music Building, SMB203) into the appropriate box
- After the search results appear, click on your desired Event, Location, Resource, or Organization to expand it, and receive more information.

Rooms Students May **NOT** Reserve

SMB 100 (Ware Family Recital Hall)
SMB 141 (Large Instrumental Room)
SMB 320 (Choral Room)
PAC 140 (Adler Theatre)
PHL 114 (Asplundh Concert Hall)
SMB 118 (Conference Room)
SMB 152 (Percussion Room)
SMB 252 (MUE Lab)
SMB 342 (CMT)
SMB 344/346 (Keyboard Lab)
Arts Annex (210 E. Rosedale Ave)

SUBMITTING REQUESTS

***** Students may only book a room for a maximum of 2 consecutive hours *****

After signing into 25Live Pro click on **Create an Event** or **Event Form** and complete all indicated required fields.

★Students must select the appropriate organization for their reservation. School of Music Students should select their respective Wells School of Music organization. Individual WSOM students should select "No Group Affiliation: Wells School of Music Student(s)".

★Students must explain the intention of their reservation in the Comments section. **Failure to do so will result in the reservation being denied.**

Click **Save**

- Please allow 2 business days for your event to be reviewed.
- Reservations are not accepted over weekends or holidays.
- Once reviewed and/or approved, you will receive an email from the Scheduler of your event.

For information on **Editing a Reservation, Canceling a Reservation** or **Checking Reservation Status** please go to:

wcupa.edu/registrar/campusScheduling

Practice Rooms

Practice rooms must be reserved via [LibCal](#). Only Wells School of Music students are permitted to reserve these spaces. For full guidelines, see the [Practice Room Policy](#).