25 Live Event
Guiding Principles

1. All space on the USF Health campus is USF Health space. All USF Health entities have access to request space at USF Health.

2. If space being requested is available and the event is appropriate for the space, then the designated area approver should approve the space request.

3. All space requests will be approved or denied by the designated area approvers within two business days. If immediate approval is needed, please contact the designated area approver directly.

4. Once an academic course has been scheduled its placement is final.

5. A priority event should be given priority in all appropriate USF Health space. A priority event should only replace a scheduled event if there is no other available space at USF Health.

6. If a space has been approved for an event, all effort should be made to keep the space reservation final. In the unlikely event that an approved space reservation must be cancelled or changed the original event requester may contact the 25Live management team for assistance in locating a new space.

7. Scheduling of events will become available upon the completion of academic course scheduling.

8. All event spaces are reserved as is. Space requestors/event organizers are responsible for set up and tear down for their events unless other arrangements are made by approver/requester. All space requestors/event organizers are responsible for the condition and usability of the space once the event has ended. Failure to do so could preclude future space reservation privileges by said space requestor/event organizer.

9. All approvers are expected to adhere to USF System policies and college specific guidelines when approving an event.

10. The 25Live management team serves as a mediator for resolving scheduling conflicts and reserves the right to make final decisions regarding unresolved matters.

*A priority event is defined as and limited to the following events: national exams, exam accommodations, course breakout sessions- not previously identified in academic course scheduling, dissertations, clinical doctorate projects, admissions interviews, orientation, co-curricular academic seminars.

Please note *that the guiding principles apply to all of USF Health's Phase 1 implementation of 25Live. Phase 1 includes the following buildings on USF Health's North Tampa Campus: CPH, MDN, MDL, MDA, MDC, MDT- SPTRS space only, UPC -AT space only, LRC/IDRB/NEC/UPC-COPH space only.*