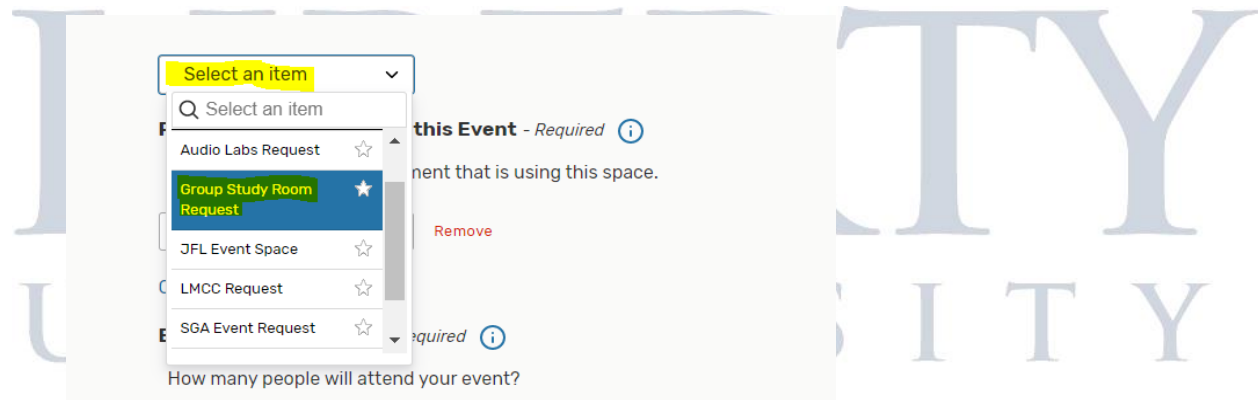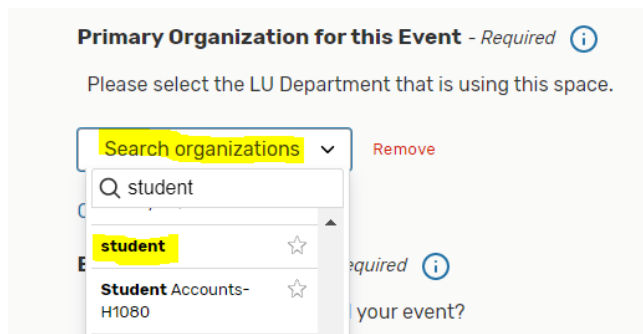# School of Business Study Rooms

The School of Business has many group study rooms in their building on every floor that you can relax and study in the nice a quiet. Although Business majors do have first priority to these rooms, any LU student is allowed to book one of the study rooms.

To book a Study Room in the School of Business, please follow these steps below:

1. Go to 25live, and sign in when prompted
2. Enter the name of your event.
3. Under 'Select an item' make sure to choose the 'Group Study Room Request'

4. Under 'Organization' make sure to choose 'student'

5. When searching for a location, make sure to type in "Business Group Study" and the School of Business Group Study rooms will be listed down below. If the room is already booked, it will say 'Unavailable' but if the room is open at your desired time, it will show a blue box that says 'Reserve.' You then can reserve the room you would like.

6. Make sure to finish filling out the whole form and be as descriptive as possible as it helps University Events when scheduling your room
7. Once you have finished filling out the form make sure to 'Save' the event.

8. The form will then be sent to the University Events Office to look at and approve. They will contact you with any questions and will send over a confirmation email once confirmed.
9. If you have any questions on this form, please email events@liberty.edu for further assistance.