



Department of
CAMPUS RECREATION
Division of Student Affairs

25Live How-to Students/Faculty & Staff

Home Page Navigation

Use the 'Find Available Locations' tool to look for availability by time/date or location.

Use the 'Quick Search' tool to search for events, locations, resources, and organization. This tool allows customized and saved searches for later use!

Event Form' is where you will find the **reservation request form**.

Starring events, locations, and resources allows for quick reserving and will auto populate when creating events and searching.

Customize the dashboard by adding or taking away tools.

Event Form Navigation

• Enter the name of your event or reservation

• Select the event type that best fits the type of reservation you are requesting
****ONLY select event types that begin with 'CR' ****

• Search for your student organization or department

• You can also add additional organizations that may be sponsoring this event

• Enter your expected number of participants

• Enter a detailed description of your event. Including **all activities and expected equipment** you plan to bring (if applicable)

• Enter your desired date here. If this is a recurring reservation, please see 'repeating pattern' below

• Enter additional pre and post-event time if needed. This includes any **setup or teardown**.

• Select 'Repeating Pattern' for events that will occur over an extended period of time.
◦ Example: practices & trainings

• 'Manage Occurrences' can be used to edit time and add comments for specific dates.

• Please select '**Recommended Locations**' to view the available locations associated with the event type that was selected

• If you cannot see the location you are looking for, deselect 'Hide Conflict' and you can see why there is a conflict.

• Please select '**Recommended Resources**' to view the available resources associated with the event type that was selected

• ****ONLY use locations that begin with 'CR' ****

◦ Find these by typing 'CR' into the right-hand box

• Depending on the event type selected, you will be prompted to answer additional questions. Please complete additional event information when prompted.

Need help choosing an event type?

If you would like to request **Group Swim Lessons**:

'CR Group Swim Lessons'

If you would like to request a **CPR Certification Course**:

'CR CPR Certification Course'

If you would like to request a **Lifeguard Course**:

'CR Lifeguard Certification Course'

If you would like to take part in a **CORE Rec Trip**:

'CR Custom Outdoor Rec Trip'

If you would like to request the **Firepit/Patio Combo**:

'CR Fire Pit'

If you would like to request any **Private Fitness Classes**:

'CR Private Group Fitness Class'

Please note the capacity of each location. The availability of locations is dependent on the entered expected head count and capacity.

Please note the available quantity of each resource

Please note, by selecting a space and resources, a hold will be placed on the space you have requested. A request will be generated but still requires approval before the request can be finalized.

Event Name - Required

Event Type - Required

CR Campus Recreation Event

Primary Sponsoring Organization - Required

Search organizations Remove

Additional Co-Sponsoring Organizations

EDIT

Expected Head Count - Required

Event Description

File Insert Table View Format Tools

Event Date and Time - Required

Tue Sep 02 2025 All Day

11:00 am To 12:00 pm

☒ This begins and ends on the same day

Duration: 1 Hour

☐ Additional time

Pre-Event Time

0 Days 0 Hours 0 Minutes

Post-Event Time

0 Days 0 Hours 0 Minutes

Reservation Start: Tue Sep 02 2025 11:00 am

Reservation End: Tue Sep 02 2025 12:00 pm

Reservation Duration: 1 Hour

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

Repeating Pattern

September 2025

Manage Occurrences

Event Locations - Required

Locations Search

Auto-Load Starred: No Yes

☐ Hide Conflicts ☐ Enforce Headcount

Recommended Locations Recommended Locations

Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
<input type="button" value="Request"/>	Club Gym	File - Club Gym	140	1/1	None	File Recreation Center
<input type="button" value="Request"/>	Main Gym Court 1	File - Main Gym Court 1	142	1/1	None	File Recreation Center
<input type="button" value="Request"/>	Main Gym Court 2	File - Main Gym Court 2	142	1/1	None	File Recreation Center
<input type="button" value="Request"/>	Main Gym Court 3	File - Main Gym Court 3	142	1/1	None	File Recreation Center
<input type="button" value="Request"/>	Main Gym Court 4	File - Main Gym Court 4	142	1/1	None	File Recreation Center
<input type="button" value="Request"/>	Main Gym	File - Main Gym	142	1/1	None	File Recreation Center

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Resources

Resources Search

Auto-Load Starred: No Yes

Recommended Resources Recommended Resources

Reset Search

Add	Name	Quantity Available	Conflict Details
<input type="button" value="Request"/>	4ft Table - CR	8 / 8	None
<input type="button" value="Request"/>	6ft Table - CR	31 / 31	None
<input type="button" value="Request"/>	Folding Chair - CR	270 / 270	None
<input type="button" value="Request"/>	Rolling Chair - CR	57 / 57	None

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Attached Files

Drag and drop file here or click below to upload.

Upload a file

Additional Event Information

Comments

I agree to be bound by the policies and procedures concerning the use of space and resources at Clemson University.

- Required

You may review the policies and procedures concerning the use of space and resources at Clemson University for locations and resources under the control of Campus Reservations and Events at <https://www.clemson.edu/studentaffairs/services/campusreservations/policies-and-procedures.html>

You may review the policies and procedures concerning the use of space and resources at Clemson University for locations and resources under the control of Campus Recreation at <https://www.clemson.edu/studentaffairs/get-involved/cr/facilities/policies.html>

☐ I agree

Cancel Previous Save