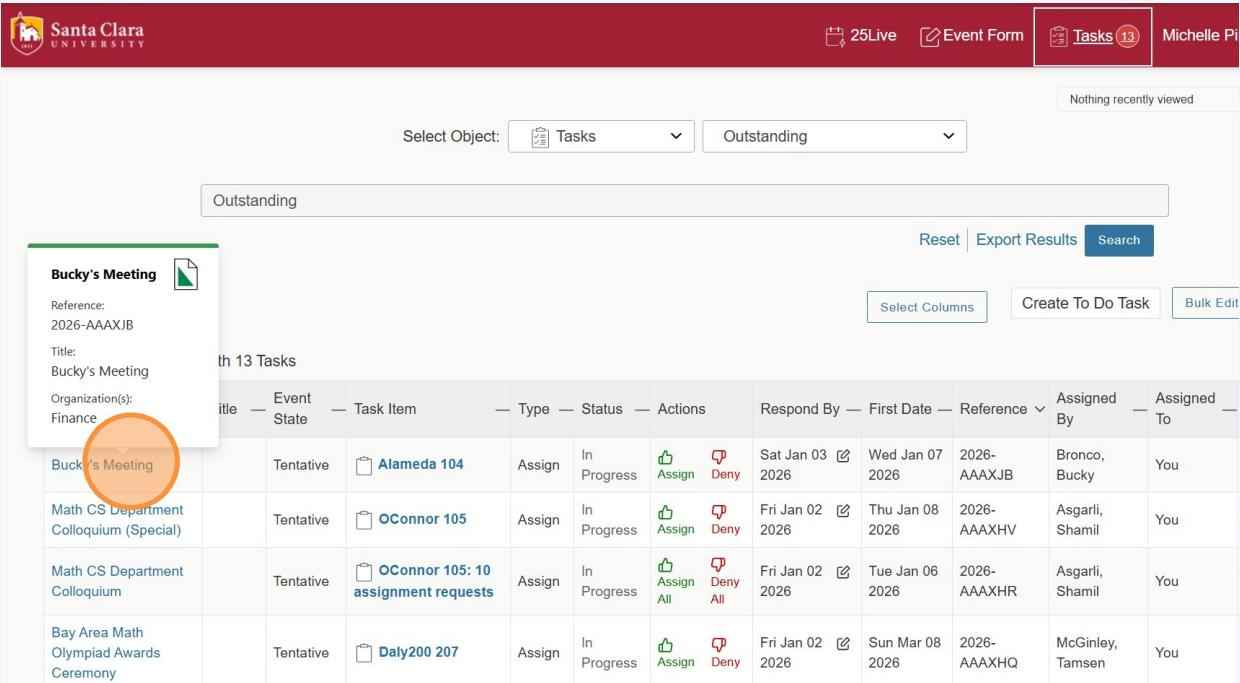


How to Deny a Space Request as a Building Manager.

Follow the steps below if you must deny a space request - due to space unavailability or because the requested event does not fit the usage rules for the space.

- 1 Click on the event name to access the event information.



The screenshot shows a web-based application interface for managing tasks. At the top, there is a red header bar with the Santa Clara University logo, a '25Live' link, an 'Event Form' link, a 'Tasks' link with a '13' notification, and a user profile for 'Michelle Pi'. Below the header, a search bar has 'Outstanding' selected. A sub-header 'Outstanding' is displayed above a table. The table has a header row with columns: Title, Event State, Task Item, Type, Status, Actions, Respond By, First Date, Reference, Assigned By, and Assigned To. There are 13 tasks listed. The first task, 'Bucky's Meeting', is highlighted with an orange circle. The table rows are as follows:

Title	Event State	Task Item	Type	Status	Actions	Respond By	First Date	Reference	Assigned By	Assigned To
Bucky's Meeting	Tentative	Alameda 104	Assign	In Progress		Sat Jan 03 2026	Wed Jan 07 2026	2026-AAAXJB	Bronco, Bucky	You
Math CS Department Colloquium (Special)	Tentative	OConnor 105	Assign	In Progress		Fri Jan 02 2026	Thu Jan 08 2026	2026-AAAXHV	Asgarli, Shamil	You
Math CS Department Colloquium	Tentative	OConnor 105: 10 assignment requests	Assign	In Progress		Fri Jan 02 2026	Tue Jan 06 2026	2026-AAAXHR	Asgarli, Shamil	You
Bay Area Math Olympiad Awards Ceremony	Tentative	Daly200 207	Assign	In Progress		Fri Jan 02 2026	Sun Mar 08 2026	2026-AAAXHQ	McGinley, Tamsen	You

2 Review all of the event details by clicking on the Details tab.

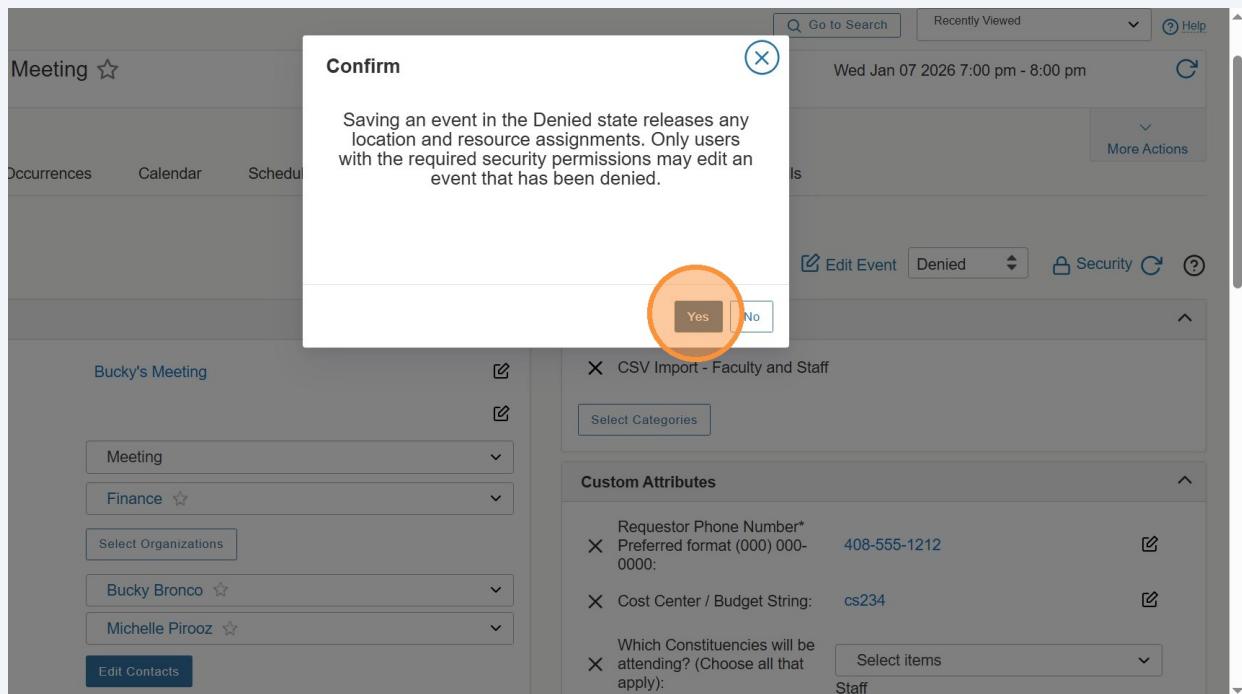
The screenshot shows the 'Task List' tab selected in the navigation bar. The main content area displays the event details: 'Bucky's Meeting' (Tentative status, 2026-AAAXJB), date (Wed Jan 07 2026 7:00 pm - 8:00 pm), and a progress bar for task assignments. The progress bar shows the following steps: 'Event Type and Organization Approvals' (green, completed), 'Location Assignments and Approvals' (yellow, in progress), 'Resource Assignments and Approvals' (grey, pending), 'Requirement Approvals' (grey, pending), and 'To Dos and FYIs' (grey, pending). Below the progress bar, there are sections for 'Event Type and Organization Approvals' (0 Tasks) and 'Location Assignments and Approvals' (1 In Progress), each with 'Approve Checked' and 'Deny Checked' buttons. The status dropdown at the top is set to 'Tentative'.

3 If you need to DENY the event, change the Event Status from Tentative to Denied. This will remove any downstream approval tasks, such as resource requests.

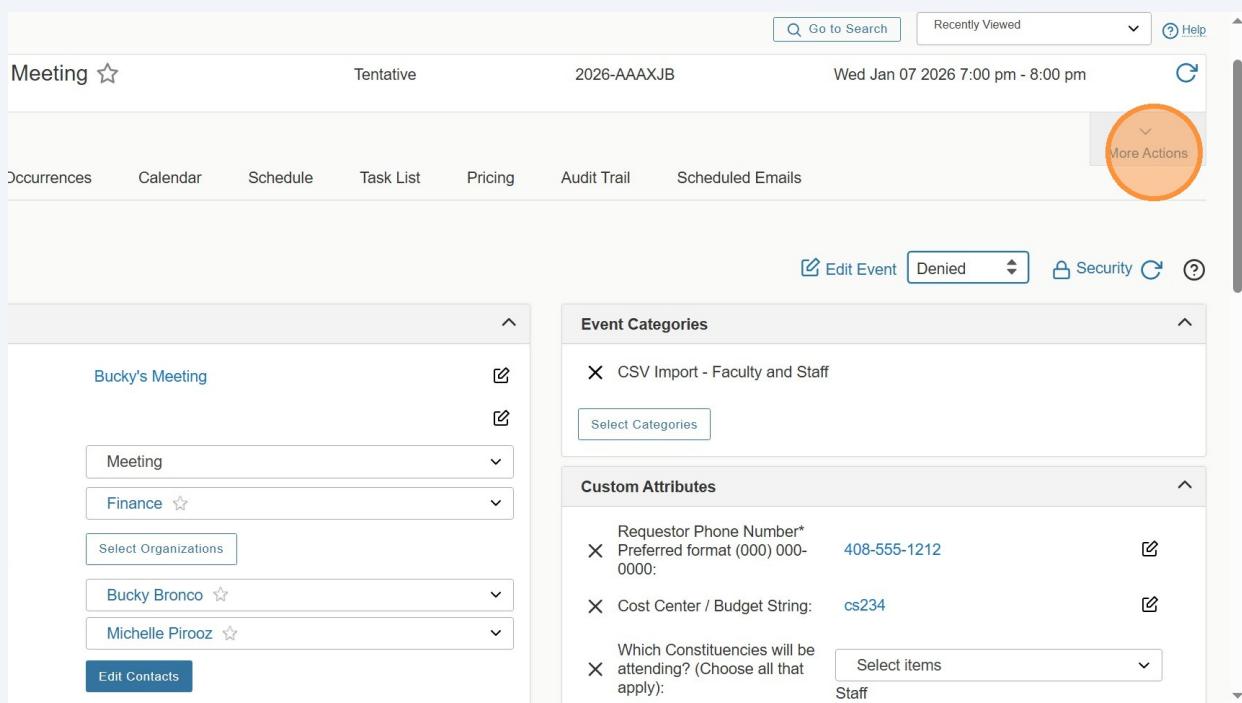
NOTE: Please do NOT select the "thumbs down" icon on the Task List tab to deny a space. Doing so will forward the event request to downstream Approvers, such as resource providers, even though the space has been denied.

The screenshot shows the 'Task List' tab selected. The main content area displays the event details: 'Meeting' (Denied status, 2026-AAAXJB), date (Wed Jan 07 2026 7:00 pm - 8:00 pm), and a progress bar for task assignments. The status dropdown at the top is set to 'Denied'. The 'Event Categories' and 'Custom Attributes' sections are visible on the right. The 'Event Categories' section includes 'CSV Import - Faculty and Staff' and a 'Select Categories' button. The 'Custom Attributes' section includes 'Requestor Phone Number*' (408-555-1212), 'Preferred format (000) 000-0000', 'Cost Center / Budget String' (cs234), and 'Which Constituencies will be attending? (Choose all that apply)' (Staff). The 'Denied' status is highlighted with an orange circle and a double-headed arrow icon.

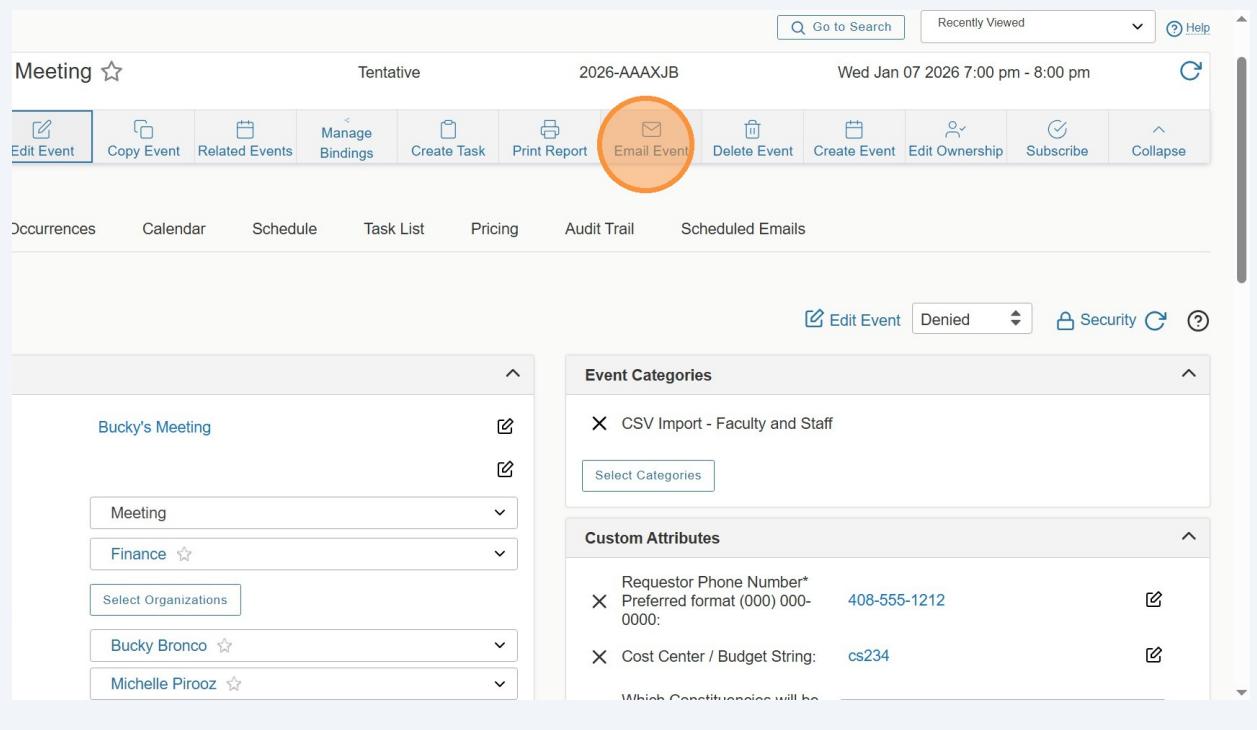
4 Click "Yes" to confirm.



5 Email the requestor to let them know why you have to deny the request. Go to "More Actions"

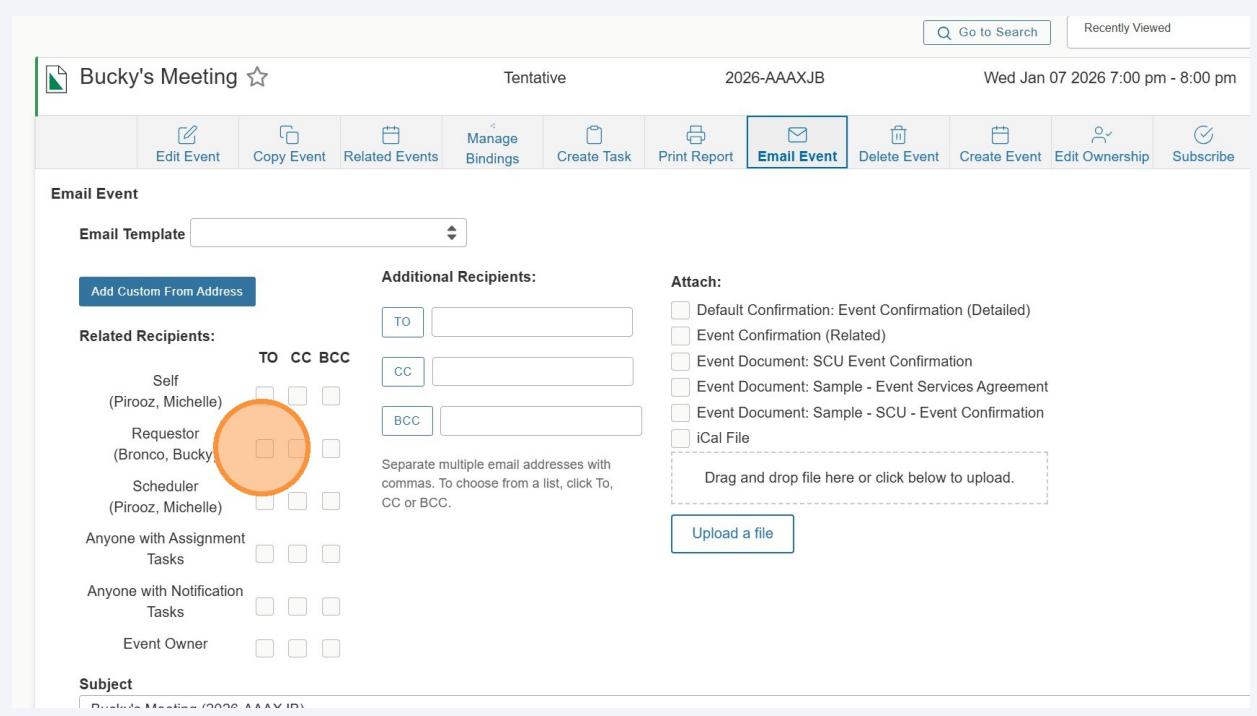


6 Click "Email Event"



The screenshot shows the event details page for a meeting titled "Meeting ☆". The event is listed as "Tentative" with the ID "2026-AAAXJB" and scheduled for "Wed Jan 07 2026 7:00 pm - 8:00 pm". The top navigation bar includes buttons for "Edit Event", "Copy Event", "Related Events", "Manage Bindings", "Create Task", "Print Report", "Email Event" (which is highlighted with an orange circle), "Delete Event", "Create Event", "Edit Ownership", "Subscribe", and "Collapse". Below the navigation, there are tabs for "Occurrences", "Calendar", "Schedule", "Task List", "Pricing", "Audit Trail", and "Scheduled Emails". The main content area shows event categories like "Bucky's Meeting" and custom attributes such as "Requestor Phone Number" and "Cost Center / Budget String".

7 Check the box for the Requestor



The screenshot shows the "Email Event" dialog box for the meeting "Bucky's Meeting ☆". The "Email Event" button is highlighted with a blue border. The "Additional Recipients" section includes fields for "TO", "CC", and "BCC". The "Related Recipients" section lists "Self (Pirooz, Michelle)", "Requestor (Bronco, Bucky)", and "Scheduler (Pirooz, Michelle)". The "Requestor" checkbox is highlighted with an orange circle. The "Attach" section contains a list of options for attachments, and there is a file upload area with a "Upload a file" button.

8 Include the reason for the denial in the body of the message and click "Include event details in body of message" so they know which request is being denied.

Tasks

Anyone with Notification

Tasks

Event Owner

Subject

Bucky's Meeting (2026-AAAXJB)

Include link to 25Live

Message Body Check the checkbox to include Event Details. Add a custom message if desired.

File Insert Table View Format Tools

We cannot approve this event because there is another event scheduled during this time. Please request another space.

Include event details in body of message

Scheduled Email

Details

Occurrences

Calendar

Schedule

Task List

Pricing

Audit Trail

Scheduled Emails

Edit Mode

9 Click "Send"

Tasks

Notification

Tasks

Owner

Meeting (2026-AAAXJB) ...

Link to 25Live

Body Check the checkbox to include Event Details. Add a custom message if desired.

Table View Format Tools

B *I* U **A** System Font

Do not approve this event because there is another event scheduled during this time. Please request another space.

event details in body of message

Send Email

Cancel **Send**