

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 the Santa Clara University 25Live interface. At the top, there's a header with the university logo, navigation links for 25Live, Event Form, and Tasks (13), and a user profile for Michelle Pi. Below the header, there's a filter section with 'Select Object:' set to 'Tasks' and a status filter set to 'Outstanding'. A search bar contains the text 'Outstanding'. To the right of the search bar are buttons for 'Reset', 'Export Results', and 'Search'. Below the search bar, there are buttons for 'Select Columns', 'Create To Do Task', and 'Bulk Edit'. A tooltip for 'Bucky's Meeting' is open, showing details: Reference: 2026-AAAXJB, Title: Bucky's Meeting, Organization(s): Finance. The main table lists tasks with columns: Title, Event State, Task Item, Type, Status, Actions, Respond By, First Date, Reference, Assigned By, and Assigned To. The first row is highlighted, showing 'Bucky's Meeting' as a tentative task for 'Alameda 104'.

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	Assign Deny	Sat Jan 03 2026	Wed Jan 07 2026	2026-AAAXJB	Bronco, Bucky	You
Math CS Department Colloquium (Special)	Tentative	OConnor 105	Assign	In Progress	Assign Deny	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	Assign Deny All	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	Assign Deny	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.

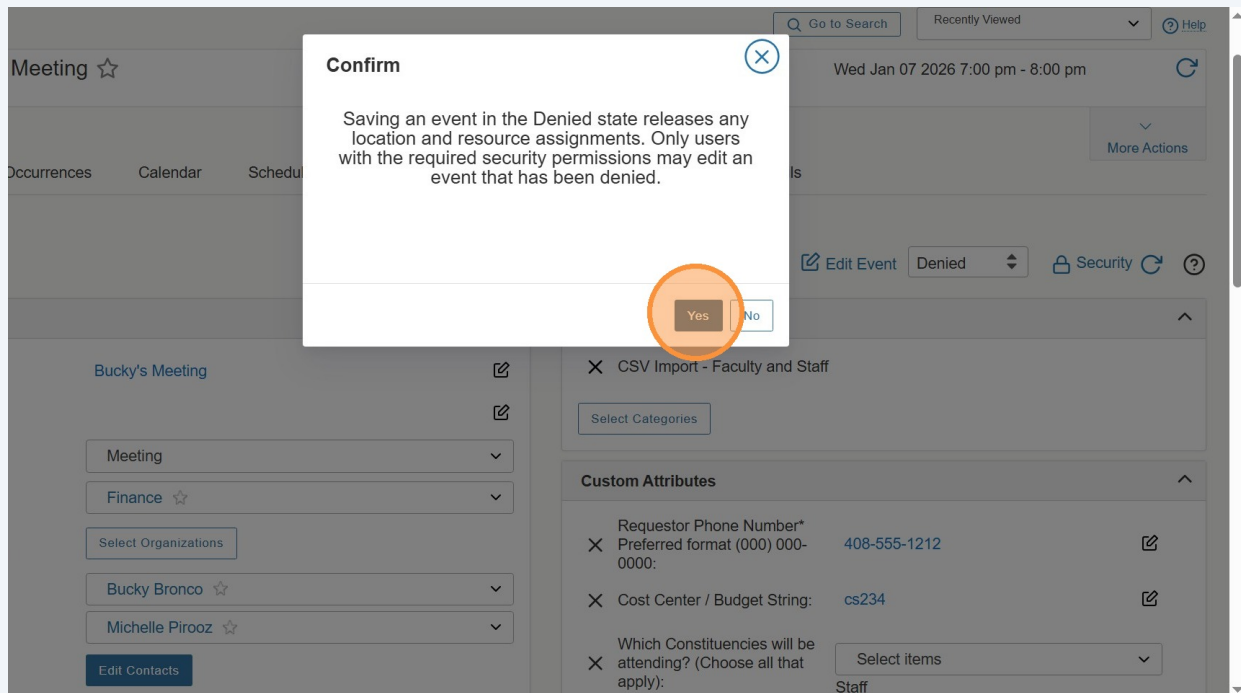
The screenshot shows the Santa Clara University Event Management System interface. The top navigation bar includes the university logo, '25Live', 'Event Form', 'Tasks 13', and the user name 'Michelle P'. Below the navigation bar, there is a search bar and a 'Recently Viewed' dropdown. The main header for the event 'Bucky's Meeting' shows its status as 'Tentative', ID '2026-AAAXJB', and date/time 'Wed Jan 07 2026 7:00 pm - 8:00 pm'. The 'Task List' tab is selected and highlighted with an orange circle. Below the tabs, there is a section for 'Event Type and Organization Approvals (0 Tasks)' and 'Location Assignments and Approvals (1 In Progress)'. A progress bar at the top of the task list shows five steps: 1. Event Type and Organization Approvals, 2. Location Assignments and Approvals, 3. Resource Assignments and Approvals, 4. Requirement Approvals, and 5. To Dos and FYIs. The 'Location Assignments and Approvals' section is currently active, showing buttons for 'Approve Checked' and 'Deny Checked', and a message '0 of 1 rows selected'.

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.

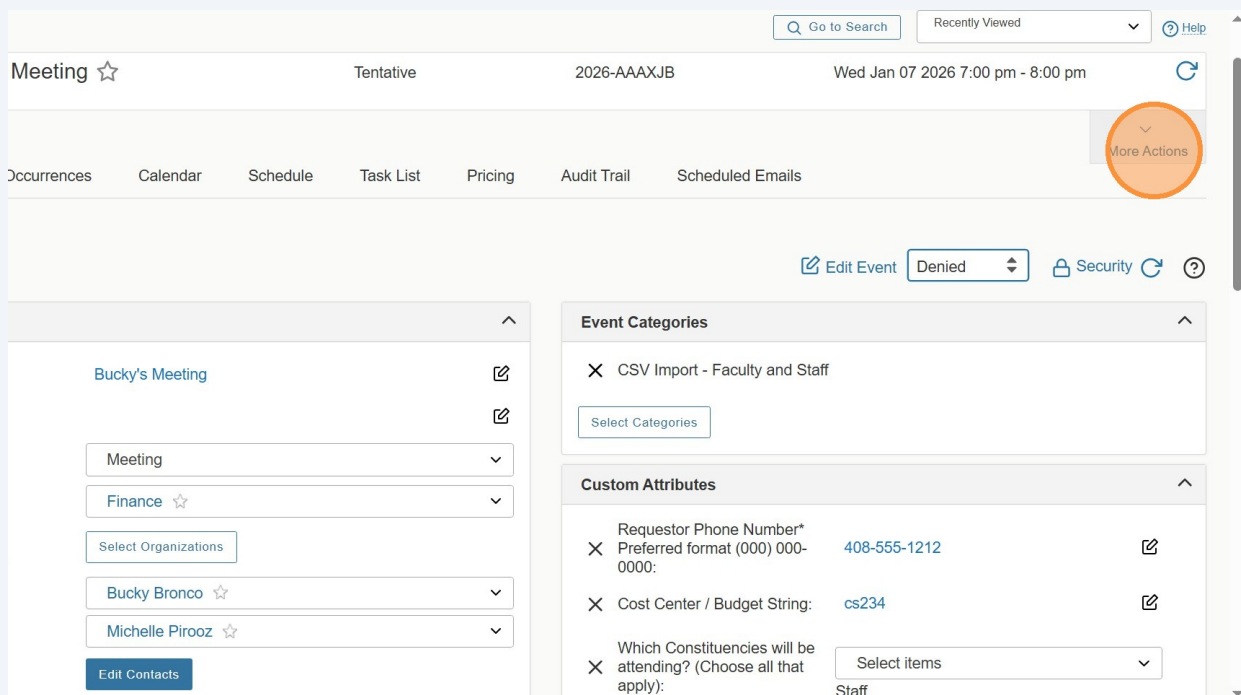
NOTE: Please do NOT select the "thumbs down" icon on the Task List tab to deny a space. Doing so will forward the event request to downstream Approvers, such as resource providers, even though the space has been denied.

The screenshot shows the same Santa Clara University Event Management System interface, but the event status has been changed to 'Denied'. The 'Event Status' dropdown menu is open, and 'Denied' is selected, highlighted with an orange circle. The 'Task List' tab is still selected. Below the tabs, there is a section for 'Event Categories' and 'Custom Attributes'. The 'Event Categories' section shows 'CSV Import - Faculty and Staff' and a 'Select Categories' button. The 'Custom Attributes' section shows 'Requestor Phone Number*' with value '408-555-1212', 'Preferred format (000) 000-0000:', 'Cost Center / Budget String:' with value 'cs234', and 'Which Constituencies will be attending? (Choose all that apply):' with a 'Select items' dropdown menu.

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 'Bucky's Meeting' event page. The event is 'Tentative' and scheduled for 'Wed Jan 07 2026 7:00 pm - 8:00 pm'. The 'Email Event' button in the top toolbar is highlighted with an orange circle. Below the toolbar, there are tabs for 'Occurrences', 'Calendar', 'Schedule', 'Task List', 'Pricing', 'Audit Trail', and 'Scheduled Emails'. The 'Edit Event' button is also visible, with a 'Denied' status dropdown. The 'Event Categories' section shows 'CSV Import - Faculty and Staff'. The 'Custom Attributes' section shows 'Requestor Phone Number*' as '408-555-1212' and 'Cost Center / Budget String' as 'cs234'.

7 Check the box for the Requestor

The screenshot shows the 'Email Event' form. The 'Email Template' dropdown is set to 'Default Confirmation: Event Confirmation (Detailed)'. The 'Additional Recipients' section has 'TO', 'CC', and 'BCC' fields. The 'Related Recipients' section has a table with checkboxes for 'Self', 'Requestor', 'Scheduler', 'Anyone with Assignment Tasks', 'Anyone with Notification Tasks', and 'Event Owner'. The 'Requestor' checkbox is highlighted with an orange circle. The 'Attach' section has a list of attachments and an 'Upload a file' button.

Related Recipients:	TO	CC	BCC
Self (Pirooz, Michelle)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requestor (Bronco, Bucky)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduler (Pirooz, Michelle)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Assignment Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Notification Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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.

The screenshot shows a form for denying an event. At the top, there are three sections: "Tasks", "Anyone with Notification Tasks", and "Event Owner", each with three checkboxes. Below these is the "Subject" field, which contains "Bucky's Meeting (2026-AAAXJB)". A checkbox labeled "Include link to 25Live" is checked. The "Message Body" section has a sub-header "Check the checkbox to include Event Details. Add a custom message if desired." and a rich text editor with a menu bar (File, Insert, Table, View, Format, Tools) and a toolbar (undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, font face, font size, link). The message body contains the text: "We cannot approve this event because there is another event scheduled during this time. Please request another space." Below the message body, there are three checkboxes: "Include event details in body of message" (highlighted with an orange circle), "Include link to 25Live", and "Scheduled Email". A "Cancel" button is in the bottom right corner. At the bottom of the form, there is a navigation bar with tabs: "Details" (selected), "Occurrences", "Calendar", "Schedule", "Task List", "Pricing", "Audit Trail", and "Scheduled Emails". Below the navigation bar, it says "Edit Mode".

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Click "Send"

The screenshot shows the same event denial form as in the previous step, but with the "Send" button highlighted by an orange circle. The "Include event details in body of message" checkbox is still checked. The "Send" button is located in the bottom right corner of the form, next to a "Cancel" button. The navigation bar at the bottom remains the same, with "Details" selected.