GENERAL CONFERENCE ROOM / ROOM SCHEDULING GUIDELINES

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| Conference Room | Action Needed | Notes |
| President’s Conference Room 409  | * Check availability using Outlook, Calendars, Weekly view.
* E-mail Jennifer Adams to reserve.
 | Holds 12 – 14 persons; Smart room. |
| Community Room L109(Please note you can be bumped from this room by the Chancellor, President or prominent community leaders.) | * Check availability using Outlook, Calendars,

Weekly View. * Fill out Staff Use of Facilities form.
* Route to your Manager/Supervisor for signature.
* Route to Kathy Griffin for consideration and entry into calendar.
 | Holds max 104 theater-style. For seated events, such as meetings and meals, holds up to 13 two-table set-ups with 6 chairs each to accommodate 78 people maximum.  |
| Library Conference RoomL105 | * Check availability using Outlook, Calendars,

Weekly View. * E-mail Kathy Griffin to reserve.
 | Holds 14 – 16 persons; Smart room.. |
| Library Conference RoomL106 | * Check availability using Outlook, Calendars,

Weekly View. * E-mail Kathy Griffin to reserve.
 | Holds 14 – 16 persons;Smart room. |
| CORE Conference space -Room CO 211 | * Check availability using Outlook, Calendars,

Weekly View. * E-mail Kathy Griffin to reserve.

(back-up Beth Ann Robertson) | Holds 8. **No food or drink allowed** in this conference room since it is located in the Drop-In Computer Lab. |
| CORE Conference space -Room CO 420 | * Check availability using Outlook, Calendars,

Weekly View. * E-mail Kathy Griffin to reserve

(back-up Beth Ann Robertson) | Holds 18; Smart room. |
| CORE Conference space -Room CO 423 | * Check availability using Outlook, Calendars,

Weekly View. * E-mail Kathy Griffin to reserve

(back-up Beth Ann Robertson) | Holds 8; Smart room. |
| Library 2nd floor - Room L 213 | * Primary use for Librarian orientations/instruction.
* Check availability using Outlook, Calendars,

Weekly View. * E-mail Camme Benzler to reserve.
 | Holds 32 with computer stations. Not appropriate for general meetings. |
| Library 2nd floor - Room L 214 | * Primary use is open student computer lab.
* Check availability using Outlook, Calendars,

Weekly View. * E-mail Camme Benzler to reserve.
 | Holds 30 with computer stations. Not appropriate for general meetings.  |
| Classrooms | * Check availability by looking at the Class Schedule, blue book, in the Business Office.
* Check availability in black books.
* Fill out Staff Use of Facilities form.
* Route to your Manager/Supervisor for signature.
* Route to Kathy Griffin, Business Office.
 | Capacities vary; see list in the front of the Room Book.During the first two weeks of any instructional period, see the Scheduling Specialist for availability.  |

General Notes: The Staff Use of Facilities form is **always completed** for Room L109 and for any classroom booking, any booking requiring a set-up for Gus Gonzalez, our Campus Facilities Assistant, as tables etc., and for any events, especially large events, where all departments should be notified – police, switchboard, buildings and grounds, custodial, etc. GL number on the form is **MANDATORY.**

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