Staff Use of Facilities

| Requestor (LMC Employees Only): Jorge Cea | | | Extension: 3383 | | | | |
|--|---------------------|----------------------|---------------------|--------------------------|----------------------------------|--|--|
| | Department or Area: | | | Dean/Manager/Supervisor: | | | |
| Student Services / Outreach | | | Deall/Mailagel | / super vis | or: | | |
| | | | | | | | |
| Name of Event/ | Activity/Performa | ance: | Estimated Atten | idance: | | | |
| Summer Bridge | Seminars | | 50 | | | | |
| Day(s) of the \ | Week & Date(s) F | Requested: | Time(s) Requested: | | | | |
| Walaaa | 04.0040 | | | | Extention | | |
| Wednesday, J | une 26 2013 | | 10:30 -11:30 a | ım | CXUNTION | | |
| Tuesday, July | 16 2013 | | 9:00 am - 12:3 | 0 pm | Extention Charge | | |
| | | | 7.00 am 12.5 | Орш | expenses of the | | |
| Building Name | (s): | | Room(s): | | | | |
| Library | | | | | | | |
| Library | | | L 109 (commun | nity room | | | |
| | | | | | | | |
| Set-up Require | ed: N | lone | ☐ Ye | s, see be | low | | |
| Exact Start | Diagram of Room | n Arrangement (# | of Chairs, Tables, | Podium, E | quipment): | | |
| Time: | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Set-up Request | | | | | | | |
| Time: | | | | | | | |
| | | | | | | | |
| | NOTE: FO | OR ANY MEDIA NEE | DED, LAPTOPS, MIC | CDODUONI | S ETC | | |
| | | MAIL MEDIA-HELP | PLOSMEDANOS.EDU | J DIRECTL' | | | |
| Recycling hins | | s): Yes No | | | | | |
| | | | | | s needed: □Yes ∠□No | | |
| Budget GL Numb | er(s) for possible | classified overtim | e, hourly, student | assistants | or college work study: | | |
| | | | | | | | |
| Approval of Dear | n/Manager/Superv | risor | 26 | | Approval Data | | |
| | agor/Japor/ | - togl | | | Approval Date: | | |
| Check Desired | Distribution belo | W: BETURN | TO KATHY GRIFFI | N, BUSINI | SS OFFICE. | | |
| Originator | | Other Department | Approvals as listed | | lice Services prior approval for | | |
| Switchboar | | in the Room Book: | | | ge scale events: | | |
| ☐ Campus Po☐ Custodial M | | | | | | | |
| Buildings & | Grounds Manager | Special notification | n(s): | ☐ Sc | heduling Specialist approval in | | |
| Campus Fa | cilities Assistant | | | the | e first 2 weeks of the semester | | |
| Originator Switchboar Campus Po Custodial M Buildings & Campus Fac President's Cafeteria | Office | Office Use only: | | | summer session for classrooms: | | |
| | | | Room Book/Filed | - | | | |
| StaffUseofFacilities, do | ex | * | 1 | | Dated August 2011 | | |

Staff Use of Facilities

| Requeser | nase be submittee | d / days before | activity date for | campus service notifications | • | | |
|---|------------------------------------|--|--------------------------|---|---------|--|--|
| | Employees Only): | | Extension: | | | | |
| elina Rodri | | | 3276 | | | | |
| Department or Area: | | | Dean/Manager/Supervisor: | | | | |
| Office of Instruction-CTE Special Pris. | | | David Wahl/Kii | ran Kamath | | | |
| | | | | | | | |
| Name of Event/ | Activity/Performa | nce: | Estimated Atter | ndance: | | | |
| Career Advancement Academy Informational | | | 30 | | | | |
| Sessions | monericademy m | or macional | 30 | | | | |
| | Club, list Advisor's | name) | | | | | |
| | Veek & Date(s) R | | Time(s) Reques | ited (exact time span of event/mee | ting). | | |
| Monday, June | 17 th 2013 8 | | 5:00-7:00pm | ted texact time span of eventonice | ciiig). | | |
| Tuesday, June | 18 th 2013 | | 3.00 7.00pin | | | | |
| racoday, ounc | 10 , 2013 | | | | | | |
| | | | | | | | |
| Duilding Name | /-N-10-91-9 | | | | | | |
| Building Name | (s):Library | | Room(s): | | | | |
| | | | L109 | | | | |
| | | | | | | | |
| | <i></i> | | | | | | |
| Set-up Require | | | Style, chairs faci | | OW: | | |
| | Diagram of Roon | n Arrangement (# | of Chairs, Tables, | , Podium, Equipment): | | | |
| To help the | | | | | | | |
| Campus | | | | | | | |
| Facilities | | | THE AL | EINEC | | | |
| sistant plan, | | | | EIVEN | | | |
| please list | | | | | | | |
| Exact Start | | | JUN 0 | 0 3 2013 | | | |
| Time below: | | | | | | | |
| | | | By | | | | |
| | | | *** J. | consequences of the consequence | | | |
| | | | | | | | |
| | | | | | | | |
| | 0.000 | | | | | | |
| | | | | ICROPHONES, ETC., | | | |
| | E- | MAIL MEDIA-HELP | DLOSMEDANOS.ED | DU DIRECTLY. | | | |
| | | | | | | | |
| Recycling bins | (50 gallon drums |): Yes □No | Extra ga | arbage bins needed: Yes | ₫Ńo | | |
| MANDATORY - B | udget GL # for pos | sible classified - | artima ar student | | | | |
| 17-71-2010 | DDD-1019 DDV | Sinie crassilled ov | ertime or student | assistants: | | | |
| | n/Manager/Superv | | | 1. | | | |
| Approvat of Deal | manager/Superv | isor: | | Approval Date: | | | |
| Charle Daniel | Distribution | | | 05/30/13 | | | |
| | Distribution belo | THE RESERVE OF THE PERSON OF T | | * * | | | |
| Originator | | | Approvals as listed | Police Services prior appro | val for | | |
| Originator Switchboar Campus Po Custodial N | | in the Room Book: | | large scale events: | | | |
| Campus Po | | | | | | | |
| | | Special notification | 1(5). | | | | |
| | Grounds Manager cilities Assistant | | 1(3). | Scheduling Specialist appro | | | |
| President's | | | | the first 2 weeks of the ser | | | |
| ☐ President's ☐ Cafeteria | · Jillec | Office Use only: | | or summer session for class | STOOMS: | | |
| | | ☐ Entered in | Room Book/Filed | - | | | |
| StaffUseofFacilities, do | α | | | Dated October | 2012 | | |

Staff Use of Facilities

| Requestor (LMC | Employees Only): | | Extension: 33 | 83 | | | |
|--|------------------------------------|---------------------------------------|--------------------------|---------|---|--|--|
| Department or Area: Student Services / Outreach | | | Dean/Manager/Supervisor: | | | | |
| | | | | | | | |
| | Activity/Performan | | Estimated Atter | dance: | | | |
| | er Bridge | | 50 | | | | |
| Day(s) of the W | /eek & Date(s) Re | quested: | Time(s) Requested: | | | | |
| Monday | June 24 | ,'13 | 830 - | 1000 | m | | |
| Tuesday | June 24 June 25, June 26 | 13 | 8 -au- | | | | |
| weds. | June 26 | 113 | 8 30 - | 1000 | Am | | |
| Building Name(| (s): | | Room(s): | | | | |
| Libra | Library | | 21 | 09 | | | |
| Set-up Require | d: No | ine | □ Ve | s, see | helow | | |
| Exact Start | | Arrangement (# c | | | | | |
| Set-up Request Time: | | | | B | JUN 03 2013 | | |
| | | R ANY MEDIA NEED AIL MEDIA-HELP@ | | | | | |
| Recycling bins | (50 gallon drums) | | (| | oins needed: □Yes ☑No | | |
| Budget GL Numb | er(s) for possible o | lassified overtime | , hourly, student | assista | nts or college work study: | | |
| | n/Manager/Supervi | <u> </u> | | | Approval Date: 5/29/73 | | |
| / | Distribution belov | | O KATHY GRIFF | IN, BUS | SINESS OFFICE. | | |
| Originator Switchboar Campus Po | lice | Other Department A in the Room Book: | approvals as listed | | Police Services prior approval for large scale events: | | |
| | Grounds Manager cilities Assistant | Special notification Office Use only: | | | Scheduling Specialist approval in the first 2 weeks of the semester or summer session for classrooms: | | |
| StaffUseofFacilities.do | ry . | | Room Book/Filed | | Dated August 2011 | | |

Staff Use of Facilities

| Jorge Cea | Requestor (LMC Employees Only): Jorge Cea | | | Extension: 3383 | | | |
|---|--|--|--|--|---------------|--|--|
| Department or Area: | | | Dean/Manager/Supervisor: | | | | |
| Student Services / Outreach | | | gorge Cu | | | | |
| | | | / / | f | | | |
| | Activity/Performai | | Estimated Attendance: | | | | |
| 0 | r British | | 50 | | | | |
| Day(s) of the W | eek & Date(s) R | equested: | Time(s) Requested: | | | | |
| Monkay, Ju | July 16 | | 336 - 104 AM | | | | |
| Monday) | uly P | | 8 30 - 100 | Mu / | | | |
| Não Tuesday | July 9 | | 8 30 - 10 05 | • M | | | |
| Monlay) | uly 10 | | 930 1005 | | | | |
| Tuesda | Ville 11 | | - 70 | | | | |
| Building Name | Jacq 16 | | 12 1000 - 3 | · jm | | | |
| Building Name(| | | Room(s): | | | | |
| Librar | 4 | | 1 109 | | | | |
| | | | L 109 | | | | |
| | | | | | | | |
| Set-up Require | d: N | one | I Va | s, see below | | | |
| Exact Start | | | of Chairs, Tables, Podium, Equipment): | | | | |
| ime: | | ir i i i i i i i i i i i i i i i i i i | or chans, rubics, | rodiani, Equipmenti. | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | JUN 03 2013 | | | |
| | | | | | | | |
| Set-up Request | | | | JUN 0 3 2013 | | | |
| Time: | | | L. L | Bases - | | | |
| | | | By | | | | |
| | | | *************************************** | | | | |
| | NOTE: FO | R ANY MEDIA NEED | ED, LAPTOPS, MIC | CROPHONES, ETC., | | | |
| | E-/ | MAIL MEDIA-HELP@ | LOSMEDANOS.EDU | U DIRECTLY. | | | |
| Recycling bins | (50 gallon drums | s): | Extra gar | rbage bins needed: 🗆 Ye | es 🔲 No | | |
| Budget GL Numb | er(s) for possible | classified overtime | e. hourly, student | assistants or college work | study: | | |
| | () - F | | .,, | and a concept work | 7.00) | | |
| | | | | | | | |
| Approval of Dean/Manager/Supervisor: | | | | Approval Date | | | |
| Jag & a 5/29/13 | | | | | / 3 | | |
| | Distribution belo | | | N, BUSINESS OFFICE. | | | |
| Originator | _ | Other Department A in the Room Book: | approvals as listed | Police Services prior | approval for | | |
| Switchboar Campus Pol | | III are recom book. | | large scale events: | | | |
| Campus Pol Custodial M Buildings & Campus Fac President's | | | | And the second s | | | |
| Buildings & | Grounds Manager | Special notification | (s): | Scheduling Specialist | approval in | | |
| Campus Fac | cilities Assistant | | | the first 2 weeks of t | he semester | | |
| ☐ President's ☐ Cafeteria | Office | Office Use only: | | or summer session fo | r classrooms: | | |
| □ Caleteria | | | Room Book/Filed | | | | |
| StaffUseofFacilities.doc | X | | | Dated A | ugust 2011 | | |

Los Medanos College Staff Use of Facilities Request must be submitted 7 days before activity date for campus service notifications. Requestor (LMC Employees Only): Extension: Jamila Stewart 3144 Department or Area: Dean/Manager/Supervisor: Academic Senate A'kilah Moore Name of Event/Activity/Performance: Estimated Attendance: Academic Senate Meetings for Fall 2013 20-30 Day(s) of the Week & Date(s) Requested: Time(s) Requested: Mondays: August 26th, September 16th & 30th, 1:00pm - 5:00pm October 14th & 28th, November 18th & 25th. Building Name(s): Room(s): Library 109 (Community Room) Set-up Required: None - Regular Theater Style, chairs facing podium Yes, SEE BELOW: Diagram of Room Arrangement (# of Chairs, Tables, Podium, Equipment): To help the Campus **Facilities** Assistant plan, please list Exact Start Time below: Entrance NOTE: FOR ANY MEDIA NEEDED, LAPTOPS, MICROPHONES, ETC., E-MAIL MEDIA-HELP@LOSMEDANOS.EDU DIRECTLY. Recycling bins (50 gallon drums): Yes \No Extra garbage bins needed: Yes XNo Budget GL Number(s) for possible classified overtime, hourly, student assistants or college work study: Approval of Dean/Manager/Supervisor: Approval Date: Check Desired Distribution below: Other Department Approvals as listed Originator Police Services prior approval for in the Room Book: Switchboard

Buildings & Grounds Manager Campus Facilities Assistant President's Office

Cafeteria

Campus Police Custodial Manager

Special notification(s):

Office Use only: Entered in Room Book/Filed large scale events:

Scheduling Specialist approval in the first 2 weeks of the semester or summer session for classrooms:

StaffUseofFacilities.docx

Dated October 2012

Los Medanos College Staff Use of Facilities Request must be submitted 7 days before activity date for campus service notifications. Requestor (LMC Employees Only): Extension: Tara Dale Sanders 3312 Department or Area: Dean/Manager/Supervisor: Transfer Center Dave Belman Name of Event/Activity/Performance: Estimated Attendance: Transfer Academy First Friday Seminar 90 (Note: If Student Club, list Advisor's name) Day(s) of the Week t Date(s) Requested: Time(s) Requested (exact time span of event/meeting): 10:30 am - 12:00pm Friday, 9/6, 10/4, 11/1, 12/6. Building Name (s): Room(s): Library 109 Set-up Required: X None - Regular Theater Style, chairs facing podium Yes, SEE BELOW:

| To help the Campus Facilities Assistant plan, please list Exact Start Time below: | Diagram of Roon | n Arrangement (# of Chairs, Tables, | Podiur | DECEIVED JUN 03 2013 |
|---|---|--|--------|----------------------|
| | | DR ANY MEDIA NEEDED, LAPTOPS, M MAIL MEDIA-HELP@LOSMEDANOS.ED | | |
| MANDATORY - | get GL # for pos | ssible classified overtime or student | | |
| MANDATORY - 30 30 30 Approval of Dec | ંકુet GL # for pos માર્ગ હિનુલ૧૬ ૬૫૧૦ Manager/Superv | ssible classified overtime or student visor: | | |
| MANDATORY - 30 Approval of Dec | get GL # for pos | ssible classified overtime or student orisor: | | ants: |
| MANDATORY - 30 30 30 Approval of Dec | ાં get GL # for pos માર્ગ હિનુલિક કુમાર Manager/Superv Distribution belo ed | ssible classified overtime or student visor: | | ants: |

Los Medanos College Staff Use of Facilities Request must be submitted 7 days before activity date for campus service notifications. Requestor (LMC Employees Only): Extension: amila Stewart/A'kilah Moore 3432 Department or Area: Dean/Manager/Supervisor: Umoja Scholars Program A'kilah Moore Name of Event/Activity/Performance: Estimated Attendance: Umoja Winter Celebration 40-80 Day(s) of the Week & Date(s) Requested: Time(s) Requested: Thursday, December 5th, 2013 3:00pm - 9pm Building Name(s): Room(s): Library Community Room (Rm. 109) Set-up Required: None Yes, see below **Exact Start** Diagram of Room Arrangement (# of Chairs, Tables, Podium, Equipment): Time: We can use the same setup at the Holiday Luncheon if it's on this day. Please put 6 5:00 pm chairs at each table. JUN 03 2013 Set-up Request Time: 3:00 pm NOTE: FOR ANY MEDIA NEEDED, LAPTOPS, MICROPHONES, ETC., E-MAIL MEDIA-HELP@LOSMEDANOS.EDU DIRECTLY. Recycling bins (50 gallon drums): Yes \ \ No Extra garbage bins needed: XYes Budget GL Number(s) for possible classified overtime, hourly, student assistants or college work study: 12-36-301090-702068-54100 Approval of Dean/Manager/Supervisor: Approval Date: Check Desired Distribution below: RETURN TO KATHY GRIFFIN, BUSINESS OFFICE. Other Department Approvals as listed Originator Police Services prior approval for in the Room Book: Switchboard large scale events: Campus Police Custodial Manager

Special notification(s):

Entered in Room Book/Filed

Office Use only:

Scheduling Specialist approval in

the first 2 weeks of the semester

or summer session for classrooms:

Dated August 2011

Buildings & Grounds Manager

Campus Facilities Assistant

President's Office

Cafeteria

StaffUseofFacilities.docx

| Los Medanos College | | | Staff Use of Facilities | | | | | |
|--|---|------------------------------|--------------------------------------|--|--|--|--|--|
| Request i | must be submit | ted 7 days befor | e activity date for | | ice notifications. | | | |
| Requestor (LM) Nicole Alma: | C Employees Only) SSEY | | Extension:34 | | | | | |
| Department or | r Area:HSI | | Dean/Manager/Supervisor: Dave Belman | | | | | |
| Sac State Trans (Note: If Student | Club, list Advisor | 's name) | Estimated Attendance:48 | | | | | |
| Day(s) of the V | (Note: If Student Club, list Advisor's name) Day(s) of the Week & Date(s) Requested: Tuesday, April 23, 2013 Building Name(s): Library | | | Time(s) Requested (exact time span of event/meeting): 2pm to 5pm | | | | |
| Building Name | | | | Room(s): L-109 | | | | |
| Set-up Require | -/- IS N | | Style, chairs fac | | | | | |
| Assistant plan, please list Exact Start Time below: 2:30pm | NOTE: FO | OR ANY MEDIA NE | EDED, LAPTOPS, N | By_ | EGETVED APR 19 2013 D TC., | | | |
| | 50 gallon drum | | | arbage bins nee | eded: Tes No | | | |
| | dget GL # for po: 3010 /Manager/Superv | | vertime or student | | | | | |
| | | Ne | 31_ | Apı | proval Date: 4-18-13 | | | |
| Originator Switchboard Campus Poli | ce 4/11/1 | | Approvals as listed | Police Se large sca | ervices prior approval for ale events: | | | |
| Custodial Manager Buildings & Grounds Manager Campus Facilities Assistant President's Office | | Special notificatio | n(s): | the first | ng Specialist approval in 2 weeks of the semester er session for classrooms: | | | |
| | | Office Use only: Entered in | Room Book/Filed | | | | | |

Dated October 2012

StaffUseofFacilities.docx

Los Medanos College Staff Use of Facilities Request must be submitted 7 days before activity date for campus service notifications. Requestor (LMC Employees Only): Extension: 3383 Jorge Cea Department or Area: Dean/Manager/Supervisor: Student Services/Outreach Name of Event/Activity/Performance: Estimated Attendance: **Deer Valley Campus Tour** 40-50 (Note: If Student Club, list Advisor's name) Day(s) of the Week & Date(s) Requested: Time(s) Requested (exact time span of event/meeting): Tuesday, April 30 9:00 am - 12 noon Building Name(s): Room(s): Library 109 (community room) Set-up Required: None - Regular Theater Style, chairs facing podium Yes, SEE BELOW: Diagram of Room Arrangement (# of Chairs, Tables, Podium, Equipment): To help the Campus ^cacilities Assistant plan, please list **Exact Start** Time below:

NOTE:

FOR ANY MEDIA NEEDED, LAPTOPS, MICROPHONES, ETC., E-MAIL MEDIA-HELP@LOSMEDANOS.EDU DIRECTLY.

| Recycling bins (50 gallon drum | s): Yes No Extra ga | ırbage | bins needed: Yes |
|---|---|--------|---|
| Approval of Dean/Manager/Super | ssible classified overtime or student | assist | |
| Check Desired Distribution belo | ow: | | 11111 |
| Originator Switchboard Campus Police Custodial Manager Buildings & Grounds Manager Campus Facilities Assistant President's Office Cafeteria StaffUseofFacilities.docx | Other Department Approvals as listed in the Room Book: Special notification(s): Office Use only: Entered in Room Book/Filed | | Police Services prior approval for large scale events: Scheduling Specialist approval in the first 2 weeks of the semester or summer session for classrooms: |
| | | | Dated October 2012 |

| Los Medan | os College | | Company of the Compan | Sta | ff Use of Facilities |
|---|---------------------------------------|--|--|----------|--|
| Request m | ust be submitte | d 7 days before a | activity date for | campu | s service notifications. |
| Paquestor (LMC | e Almass | erz | Extension: | 342 | 3 |
| Department or Area: | | | Dean/Manager/Supervisor: Dure Belman | | |
| (Note: If Student (Day(s) of the W | He Teans Club, list Advisor's | name) equested: | _ | | qo ct time span of event/meeting): |
| Building Name(s | 5): Libr | mg/_ | Room(s): | | |
| Set-up Required | | Regular Theater S n Arrangement (# c | | | |
| To help the Campus Tacilities sistant plan, please list Exact Start Time below: | | orter Sta | | | |
| 5:30pm | | DR ANY MEDIA NEEI MAIL <u>MEDIA-HELP@</u> | | | |
| Recycling bins (| 50 gallon drum: | s): Yes No | Extra ga | rbage b | oins needed: Yes No |
| MANDATORY - Bu | dget GL # for pos | ssible classified over 304334- | ertime or student | assistar | nts: |
| Approval of Dean | /Manager/Superv | risor: | _32 | | Approval Date: |
| Check Desired I Originator Switchboard Campus Pol | ď | Other Department in the Room Book: | Approvals as listed | | Police Services prior approval for large scale events: |
| | Grounds Manager cilities Assistant | Special notification Office Use only: | | | Scheduling Specialist approval in the first 2 weeks of the semester or summer session for classrooms |
| StaffUseofFacilities.doc | ~ | Entered in | Room Book/Filed | | Dated October 20 |

Staff Use of Facilities

| | 1 | | | | | |
|---|--------------------------|--|----------|------------------------------------|--|--|
| Requestor (LMC Employees Only): Tennille McEwen | | Extension: 32 | 63 | | | |
| Department or Area: | Dean/Manager/Supervisor: | | | | | |
| Alpha Gamma Sigma, Stud | Dave Belman/ | | | | | |
| | | | | | | |
| Name of Event/Activity/Perfor | mance: | Estimated Atte | endanc | ٥٠ | | |
| AGS Weekly Meetings | | 20-30 | cricaric | | | |
| Day(s) of the Week & Date(s) R | lequested: | Time(s) Reque | sted. | | | |
| ,,,, | | 10 am - 11am | .sccu, | | | |
| August 23 rd | | | 0.5 | 0 11:30 | | |
| Sept. 13, 20, 27 | | Sept 13th | . 1. 0 | 50 - 11. 30 | | |
| Oct. 11, 25 | | | | | | |
| Nov 8, 15, 22 | | | | | | |
| Dec 13, 20 | | | | | | |
| | | | | | | |
| Building Name(s): | | Room(s): | | | | |
| Library | | L 109 | | RECEIVED | | |
| | | L 109 | | JUL 2 3 13 | | |
| | | | | JUL 23 13 | | |
| | | | | LMC BUSINESS | | |
| Sot up Populated | * | OFFICE | | | | |
| | lone | The state of the s | , see be | | | |
| | | | bles, Po | odium, Equipment): | | |
| Time: Theater s | style Set | - ULD | | | | |
| | × | • | | | | |
| Set-up NOTE: FO | OR ANY MEDIA NE | EDED, LAPTOPS | , MICRO | OPHONES, ETC., | | |
| Request E- | MAIL MEDIA-HELI | P@LOSMEDANOS | .EDU D | IRECTLY. | | |
| Time: | | | | | | |
| Recycling bins (50 gallon drum: | s): Yes No | Extra ga | arbage | bins needed: Yes ☑No | | |
| Budget GL Number(s) for possib | ale classified ove | rtime hourly e | tudont | assistants or sollogo work | | |
| STIINV: | | | | | | |
| Please Contact Student Life Of | fice in 112 | . stude | at | alulo | | |
| | 11.000 | | | | | |
| Approval of Dean/Manager/Sup | ervisor: | | | Approval Date: | | |
| Transfer of Dodining Ciroup | C1 71501. | | | Approval bate. | | |
| Check Desired Distribution belo | W' RETURN | O KATHY GRIFF | 'IN DIE | SINESS OFFICE | | |
| Originator | Other Department | | III, DU. | | | |
| Switchboard | in the Room Book: | Approvats as tisted | | Police Services prior approval for | | |
| Campus Police | III GIC ROOM BOOK. | | | large scale events: | | |
| Custodial Manager | | | | | | |
| Buildings & Grounds Manager | Special notification | 1(s): | | | | |
| Campus Facilities Assistant | | 1(3). | a. | Scheduling Specialist approval in | | |
| President's Office | | | | the first 2 weeks of the semester | | |
| Cafeteria | Office Use only: | | | or summer session for classrooms | | |
| Careceria | | Room Book/Filed | | | | |
| StaffUseofFacilities.docx | | MOOIT DOOK/TREU | | Dated August 2011 | | |
| | | | | Pace Addit Evil | | |