GENERAL CONFERENCE ROOM / ROOM SCHEDULING GUIDELINES

|  |  |  |
| --- | --- | --- |
| 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 Room  L105 | * Check availability using Outlook, Calendars,   Weekly View.   * E-mail Kathy Griffin to reserve. | Holds 14 – 16 persons;  Smart room.  . |
| Library Conference Room  L106 | * 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.**

Revised 12-19-14