

LPC STAFF REFERENCE:

ROOMS FOR MEETINGS - WHO TO CONTACT

sg/ 6/19/09

Room	Contact	# Chairs	Technology Available?	Smart Room?	Notes
Bldg 100B Meeting Room					
100B Conf. Rm.	Sharon Gach & see Note 2.	10	By request to I.T..		
Bldg 600 Classroom					
601 / "Music Room"	Class-WEB & see Note 1.	125 - 220 at Tables 400? Chairs only	By request to I.T. By request to I.T.		Screen in room
Bldg 700 - Student Services Area					
720	Sheri Moore	10	-		Program & Discipline Use Only
Bldg 800 Classroom					
801- Little Theatre	Class-WEB & see Note 1.	125	By request to I.T.		Screen in room
Bldg 1600 Meeting Rooms					
1602	Sharon Gach & see Note 1.	15-20	By request to I.T.		
1603		20-25	In Room	Y	Computer/screen in room.
Staff Lounge (1601)		80	By request to I.T.		
Bldg 1700 Student Services Areas					
* For Student Life Activities/Clubs: Facilities Request Forms are reviewed by the Club Advisor, the Student Life Advisor, and the VP of Student Services, prior to being sent to Administrative Services for processing.					
Large Dining Room, Club Room Small Dining Room Patio	Sherri Moore	80	By request to I.T.		Screen & PA System in Rooms.
		20	"		
		30-50	"		
Bldg 2000 - Library					
2004 / Library Study Room	Diana Navarro-Kleinschmidt	4	-		
2005 / Library Study Room		4	-		
2008 / Library		8	-		
2014 / Library		15-20	-		
Lib. Resource Ctr (LRC)	Cheryl Warren	80+	By request to I.T.		Major Event only
Bldg 2200 Classrooms					
2203	Class-WEB & see Note 1.	40-60	Y	Y	
2204		40-60	Y	Y	
2205		40-60	Y	Y	
2206		40-60	Y	Y	
Bldg 2400 Classrooms					
Reading Room (Atrium)	Sharon Gach & see Note 2.				
2410/ Innovation Ctr	Scott Vigallon			Y	
2411A	Sharon Gach & see Note 2.	10-15	By request to I.T.		
2411U		10-15	By request to I.T.		
2412/ Trng Rm	Scott Vigallon	30-45	30 computers	Y	Could add 15 more chairs to total 45
Comp. Labs: 2414 & 2416	Scott Vigallon	23	23 computers	Y	
2420 / Lg Lecture	Class-WEB & see Note 1.	abt 200	Y	Y	LARGE LECTURE HALL
2450 (Smart Classrm)		45	Y	Y	
2460(Smart Classrm)		45	Y	Y	
2470(Smart Classrm)		45	Y	Y	
2480(Smart Classrm)		45	Y	Y	
2490(Smart Classrm)		45	Y	Y	
Bldg 2500 - PE					
PE 142	Carolyn Smutny	14	-		Program & Discipline use only
Note 1:	A) Check Class-WEB for availability [http://banner-web.clpccd.cc.ca.us:7000/] B) Complete the Facilities Request Forms (http://www.laspositascollege.edu/facilities/forms.php) C) Send to Layne Jensen in Administrative Services, Bldg 100.				
Note 2: For Meeting Rooms:	When do I need a Facilities Request Form for a meeting room? When you need additional equipment or services not normally in the room. (E.g., need projector in 100B; need set up help w/ tables, doors unlocked, Security, or are serving food and need extra trash bins.)				
Note 3:	For questions not addressed here, check the Facilities Rental website, or contact your program/division Administrative Assistant, or Sharon Gach.				

This list is intended as a "quick-view" help list -- It includes all available "meeting rooms" and some classrooms often used for meetings.