



# Reserving LPC Meeting Rooms



## Reference for Booking All LPC Meeting Rooms And Classrooms for Meetings

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(Including the Facilities Request Forms)

Latest Revision Dec. 9, 2013

3/08; 10/26/10; Rev. 4/8/11; 8/9/11; 2/24/12

s.g.

## I. Reference Chart of all Rooms & Classrooms

### LPC STAFF REFERENCE

Also posted at:

<http://grapevine/administration/RoomsforMeetings.php>

### **In addition to the chart below, in the new SSA Building:**

The Main Committee Meeting Rooms are:

1687 - Upstairs near West elevator

1681B - Upstairs inside President's Office Suite



HOW TO RESERVE: MEETING ROOMS AND CLASSROOMS

**Meeting Rooms** are reserved through the GroupWise calendar, or by email or call to Sharon Gach, x 1001.

**Classrooms for Meeting Use** are reserved through Class-Web using the Facilities Request Forms. See Note 1.

This list is intended as a "quick-view" help list -- It includes all available "meeting rooms" and some classrooms often used for meetings. s.g. 8/3/11

Room	How to Reserve	# Chairs	Technology In Room?	Smart Room?	Name in GroupWise
<b>Bldg 100B - Academic Services</b>					
100B Conference Rm.	Sharon Gach x 1001 (see Note 2)	12	By request to I.T. *	N	LPC-MeetingRm100B
<b>Bldg 700 - Student Services Area</b>					
720 Conference Rm.	Sheri Moore x 1408	10	N	N	Program & Discipline Use Only
<b>Bldg 800 - Classrooms, Computer Center, Welding, Auto</b>					
801 Lecture Hall (formerly Little Theater)	Class-WEB (see Note 1)	180	Y	Y	
<b>Bldg 1300 - Offices, Staff Lounge</b>					
1300D Staff Lounge	Sharon Gach x 1001 (see Note 2)	65	By request to I.T. *	N	LPC-MeetingRm1300D Lounge
<b>Bldg 1700 - Cafeteria **</b>					
Large Dining Room, Club Room	Sheri Moore x 1408	80	By request to I.T. *	Screen & PA System avail.	
<b>Bldg 1700 - Cafeteria **</b>					
Large Dining Room, Club Room	Sheri Moore x 1408	80	By request to I.T. *	Screen & PA System avail.	
Patio		30-50	By request to I.T. *	n/a	n/a
<b>** 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 Bldg 2000 - Library</b>					
2014 / Library	Diana Navarro-Kleinschmidt x 1153	15-20	N	N	n/a
Learning Resource Center (LRC, Library)	Cheryl Warren x1156 (major events only)	80+	By request to I.T. *	N	n/a
<b>Bldg 2100 - Offices</b>					
2111 Small Conf.Rm (Corner office faces into Bldg 1700/Cafeteria Quad)	Sharon Gach x 1001 (see Note 2)	10	N	N	LPC-MeetingRm2111
2174 Small Conf. Rm. (in former ECD area)	Sharon Gach x 1001 (see Note 2)	10	N	N	LPC-MeetingRm2174
<b>Bldg 2200 - Classrooms</b>					
2203, 2204, 2205, 2206	Class-WEB (see Note 1)	40-60	Y	Y	n/a

Room	How to Reserve	# Chairs	Technology In Room?	Smart Room?	Name in GroupWise
<b>Bldg 2300 - Child Development Center</b>					
2302 Conference Rm.	Sharon Gach x 1001 (see Note 2)	14	N	N	LPC- MeetingRm2302
<b>Bldg 2400 - Classrooms</b>					
2401 STaR Room (Student Tutoring and Reading Rm., AKA: "Reading Rm.")	Sharon Gach x 1001 (see Note 2)	100+	By request to I.T. *	N	LPC- MeetingRm2401
2410/ T.L.C. (The Learning Center)	S. Vigallon (1654) or J. Sperry (1655)	30	Y	Y	n/a
2411A (near Express office)	Sharon Gach x 1001 (see Note 2)	15-20	By request to I.T. *	N	LPC- MeetingRm2411A
2411U (near Large Lecture Hall)	Sharon Gach x 1001 (see Note 2)	15-20	By request to I.T. *	N	LPC- MeetingRm2411U
Computer Labs: 2412, 2414 & 2416		23	23 computers	Y	n/a
2420 Large Lecture Hall	Class-WEB (see Note 1)	180	Y	Y	n/a
2450, 2460, 2470, 2480, 2490		45	Y	Y	n/a
<b>Bldg 2500 - Physical Education</b>					
PE 142 Conference Room	Carolyn Smutny x1290	14	N	N	n/a
<b>Bldg 3000 - Maintenance &amp; Operations</b>					
3123 Conference Room	Rita Carson x 1761	15-25	By request to I.T. *	N	n/a
<b>Bldg 4000 - Mertes Center for the Arts</b>					
4119 - Main Stage Theater	Class-WEB (see Note 1)	468	Y	Y	n/a
4128 - Black Box Theater		175	Y	Y	n/a
4129 - The Green Room	Sharon Gach x 1001 (see Note 2)	25	Y	N	LPC- MeetingRm4129

\* For requests to I.T.: e-mail Sherman Lindsay, Ethan Castor & Michael Furuyama.

**NOTE 1:** A) Check Class-WEB for availability [ <http://banner-web.clpccd.cc.ca.us:7000/> ] For "how to" book classrooms see: <http://grapevine/administration/RoomsforMeetings.php>

B) Complete the Facilities Request Forms (LPC home page, bottom right)

C) Send to Renee' Pegues, Exec. Asst., Administrative Services, Bldg 100.

**NOTE 2:** 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 a projector or set up help, need doors unlocked, Security assistance, or are serving food and need extra trash bins.)

**NOTE 3:** For questions not addressed here, check the Facilities Rental website (LPC home page, bottom right), or contact your program/division Administrative Assistant, Renee Pegues, or Sharon Gach.

s.g. 8/3/11

## II. Booking & Sending an Invitation to a Meeting Room

### **Change in Procedures: Summer 2013:**

All room reservations are now being done by Renee Pegues, Exec. Asst. to VP of Administrative Services. Please email or phone her at:

[rpegues@laspositascollege.edu](mailto:rpegues@laspositascollege.edu) OR 925.424.1631.

### **When do I need to complete the Facilities Request Forms?**

- When you need additional:
  - Set up or Clean up
  - I.T. Assistance
  - Heating or A/C before or after hours (8 am – 5 pm)
  - Food being served (additional trash bins, tables, etc.)
  - Security to unlock/lock doors before or after hours (8 am – 5 pm)

### **How to find, complete, and submit the Facilities Request Forms:**

1. Go to the LPC home page, bottom, right: “About Las Positas”
2. Click: Facilities Rental [<http://www.laspositascollege.edu/facilities/index.php>]
3. Read the facilities information sheets and open the 2 Facilities Rental forms and complete them (can be completed online and saved to your computer drive).
4. Have appropriate persons sign, and submit to Administrative Services Office, Layne Jensen.
5. You will receive a confirmation via email when approved.



**Questions?** Call Ext. 1631.

### III. Booking a Classroom for a Meeting Using CLASS-Web

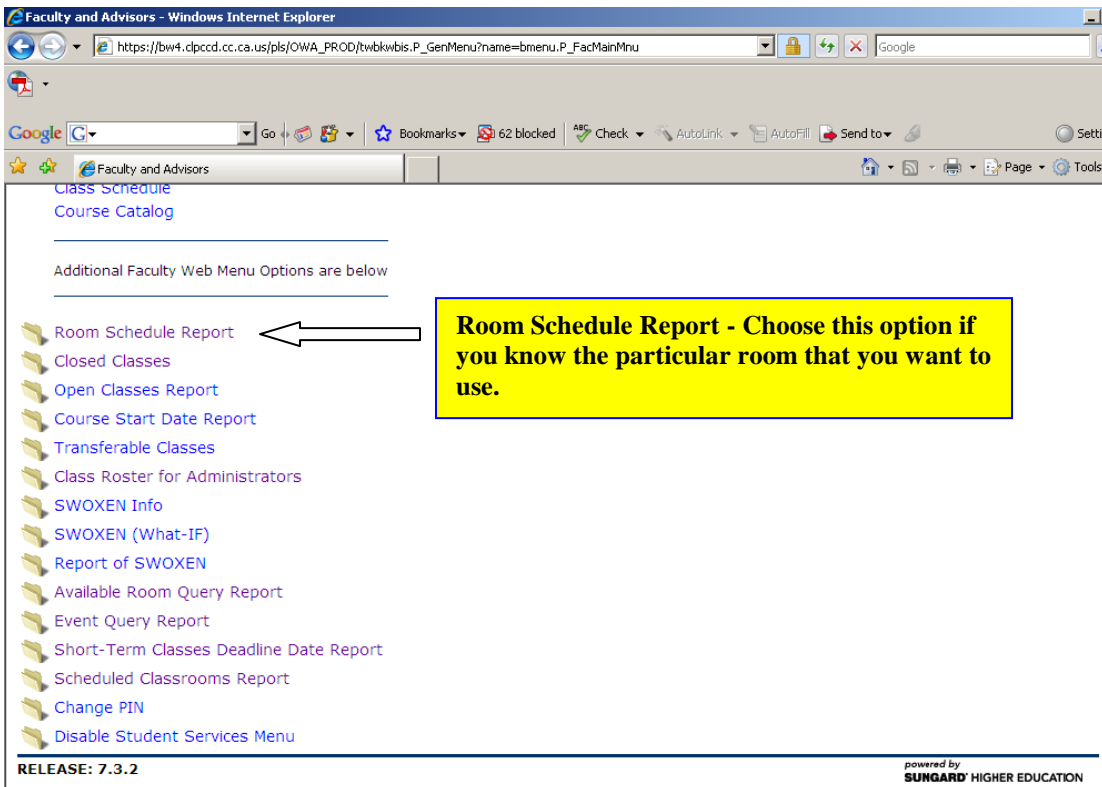
By Nicole Huber

There are 2 main reports in CLASS-Web to run in order to check that a classroom is available: “Room Schedule Report” and “Available Room Query Report.” Other possibilities to check are “Event Query Report” and “Scheduled Classrooms Report.”

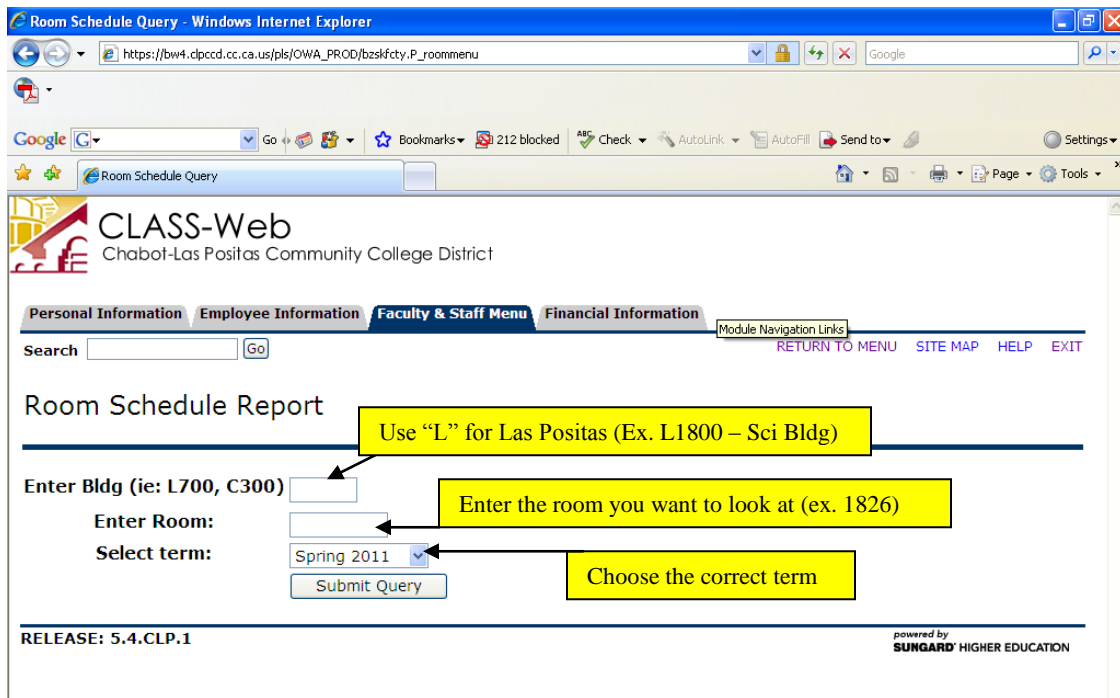
#### A. Room Schedule Report

1. Log into Class-Web → Click on “Faculty & Staff Menu” Tab

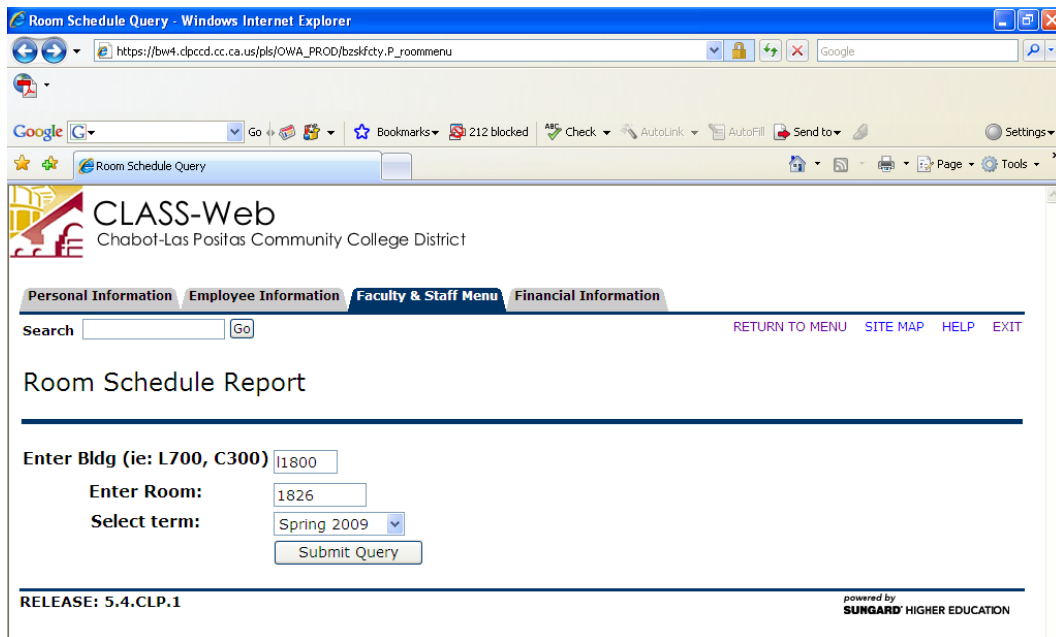
2.



3. Enter the: Building Number and Room Number, Select the Term → Hit Submit



4. Example



## 5. Example Report

Room Schedule Report

Term: **Spring 2009**  
Building: **11800**  
Room: **1826**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8AM	<b>BIOL 10-V01</b> CRN-30251 20-JAN-09:29-MAY-09 M 08:00am-09:15am		<b>BIOL 10-V01</b> CRN-30251 20-JAN-09:29-MAY-09 W 08:00am-09:15am				
9AM							
10AM	<b>ASL 1A-V01</b> CRN-31212 20-JAN-09:29-MAY-09 M 09:30am-10:45am	<b>GEOL 12-V02</b> CRN-32792 20-JAN-09:29-MAY-09 T 09:30am-10:45am	<b>ASL 1A-V01</b> CRN-31212 20-JAN-09:29-MAY-09 W 09:30am-10:45am	<b>GEOL 12-V02</b> CRN-32792 20-JAN-09:29-MAY-09 Th 09:30am-10:45am			
11AM	<b>GEOG 5-V01</b> CRN-31219 20-JAN-09:29-MAY-09 M 11:00am-12:15pm	<b>GEOL 1-V02</b> CRN-31526 20-JAN-09:29-MAY-09 T 11:00am-12:15pm	<b>GEOG 5-V01</b> CRN-31219 20-JAN-09:29-MAY-09 W 11:00am-12:15pm	<b>GEOL 1-V02</b> CRN-31526 20-JAN-09:29-MAY-09 Th 11:00am-12:15pm			
12PM							

Remember to always look to the bottom of the room schedule for the **scheduled Events**. These will not show in the daily schedule view, where the classes show.

READ TO BOTTOM

READ TO BOTTOM



## B. Available Room Query Report

1. Log into Class-Web → Click on “Faculty & Staff Menu” Tab

2.

Faculty and Advisors - Windows Internet Explorer

https://bw4.cjcccd.cc.ca.us/pls/OWA\_PROD/twbkwbis.P\_GenMenu?name=bmenu.P\_FacMainMnu

Class Schedule  
Course Catalog

Additional Faculty Web Menu Options are below

- Room Schedule Report
- Closed Classes
- Open Classes Report
- Course Start Date Report
- Transferable Classes
- Class Roster for Administrators
- SWOXEN Info
- SWOXEN (What-IF)
- Report of SWOXEN
- Available Room Query Report**
- Event Query Report
- Short-Term Classes Deadline Date Report
- Scheduled Classrooms Report
- Change PIN
- Disable Student Services Menu

RELEASE: 7.3.2

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3.

CLASS-Web  
Chabot-Las Positas Community College District

Personal Information Employee Information **Faculty & Staff Menu** Financial Information

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Available Room Query Report

Select Location: Chabot College

Enter Start Date (ie: 01-JAN-2009): 01-mar-2010

Enter End Date (ie: 31-MAY-2009): 01-mar-2010

Enter Begin Time (eg 1300 for 1:00 pm): 1500

Enter End Time (eg 1800 for 6:00 pm): 1700

Enter Building Code *Optional* (ie. L700, C300):

Enter Room Code *Optional* (ie 710):

Days: Sun Mon Tue Wed Thu Fri Sat

Submit Query

Be sure to enter all fields, except Optional. Each field has an example below, of how to enter information in that particular field.

Choose: Las Positas College

Date format: date-month-year

Military Time: See Chart next page

Remember to click on the days of the week that you are interested in, in addition to entering the date range above.

#### 4. Example

#### Military Time:

0100-1 AM  
 0200-2 AM  
 0300-3 AM  
 0400-4 AM  
 0500-5 AM  
 0600-6 AM  
 0700-7 AM  
 0800-8 AM  
 0900-9 AM  
 1000-10 AM  
 1100-11 AM  
 1200-12 AM  
 1300-1 PM  
 1400-2 PM  
 1500-3 PM  
 1600-4 PM  
 1700-5 PM  
 1800-6 PM  
 1900-7 PM  
 2000-8 PM  
 2100-9 PM  
 2200-10 PM  
 2300-11 PM  
 2400-12 PM

#### 5. Example Report

<b>Location Selected:</b>	Las Positas College
<b>Start Date:</b>	20-jan-2009
<b>End Date:</b>	29-may-2009
<b>Begin Time:</b>	1100
<b>End Time:</b>	1215
<b>Days Needed:</b>	TR

Building	Room
L1000 TUTORIAL CENTER	1000 TUTORIAL CENTER
L1200 FITNESS CENTER	1200 Fitness Center
L1600 STAFF LOUNGE/CLASSROOMS	1602 CONFERENCE ROOM
L1600 STAFF LOUNGE/CLASSROOMS	1603 CONFERENCE ROOM

#### Notes:

1. **Meeting Rooms** are not scheduled via Banner. See procedure "Group Wise LPC Meeting Rooms..." from S. Gach, x. 1001.

2. **General Classrooms-** Schedule using the *Facilities Request Forms* process. [LPC home page, bottom right, "Facilities Rental"]

**(Facilities requests must be turned in for all general classroom requests).**

## C. To Reserve the Room : Facilities Request Forms

1. Go to the LPC Home page, bottom, right: “About Las Positas”
2. Click: Facilities Rental  
  
<http://www.laspositacollege.edu/facilities/index.php>
3. Read the facilities information sheets and open the 2 Facilities Rental forms and complete them (can be completed online and saved to your computer drive).
4. Have appropriate persons sign, and submit to Administrative Services Office, Executive Assistant to the Vice President.
5. You will receive a confirmation via email when approved.

# # #

N. Huber, 12/08, Rev. S. Gach, 3/10