

## LPC STAFF REFERENCE

### 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. 2/11/11

Room	How to Reserve	# Chairs	Technology In Room?	Smart Room?	Name in GroupWise
<b>Bldg 100B Meeting Room</b>					
<b>100B Conf. Rm.</b>	Sharon Gach x 1001 (see Note 2)	12	By request to I.T. *	N	LPC- MeetingRm100B
<b>Bldg 700 - Student Services Area</b>					
<b>720</b>	Sheri Moore x 1408	10	N	N	Program & Discipline Use Only
<b>Staff Lounge (1300D)</b>					
<b>Staff Lounge (1300D)</b>	Sharon Gach x 1001 (see Note 2)	65	By request to I.T. *	N	LPC- MeetingRm1300D Lounge
<b>Bldg 1700 Cafeteria **</b>					
<b>Large Dining Room, Club Room</b>	Sheri Moore x 1408	80	By request to I.T. *	Screen & PA System avail.	
<b>Patio</b>		30-50	By request to I.T. *	n/a	n/a
<b>** For Student Life Activities/Clubs:</b> 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.					
<b>Bldg 2000 - Library</b>					
<b>2014 / Library</b>	Diana Navarro- Kleinschmidt x 1153	15-20	N	N	n/a
<b>Learning Resource Center (LRC, Library)</b>	Cheryl Warren x1156 (major events only)	80+	By request to I.T. *	N	n/a
<b>Bldg 2200 Classrooms</b>					
<b>2203, 2204, 2205, 2206</b>	Class-WEB (see Note 1)	40-60	Y	Y	n/a
<b>Bldg 2400 Classrooms</b>					
<b>2401 STaR Rm. (Student Tutoring and Reading Rm., AKA: "Reading Rm.")</b>	Sharon Gach x 1001 (see Note 2)	100+	By request to I.T. *	N	LPC- MeetingRm2401
<b>2410/ T.L.C. (The Learning Center)</b>	S. Vigallon (1654) or J. Sperry (1655)	30	Y	Y	n/a
<b>2411A</b>	Sharon Gach x 1001 (see Note 2)	15-20	By request to I.T. *	N	LPC- MeetingRm2411A
<b>2411U</b>		15-20	By request to I.T. *	N	LPC- MeetingRm2411U

Room	How to Reserve	# Chairs	Technology In Room?	Smart Room?	Name in GroupWise
<b>Computer Labs: 2412, 2414 &amp; 2416</b>	Class-WEB (see Note 1)	23	23 computers	Y	n/a
<b>2420/Large Lecture Hall</b>		180	Y	Y	n/a
<b>2450, 2460, 2470, 2480, 2490</b>		45	Y	Y	n/a
<b>Bldg 2500 - PE</b>					
<b>PE 142</b>	Carolyn Smutny x1290	14	N	N	n/a
<b>Bldg 3000 - Maint. &amp; Operations</b>					
<b>3123 Conference Room</b>	Rita Carson x 1761	15-25	By request to I.T. *	N	n/a
<b>Bldg 4000 - Mertes Center for the Arts</b>					
<b>4119 - Main Stage Theater</b>	Class-WEB (see Note 1)	500	Y	Y	n/a
<b>4128 - Black Box Theater</b>		175	Y	Y	n/a
<b>4129 - The Green Room</b>	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 help to 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, or Sharon Gach.