



LAS POSITAS COLLEGE



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
Bldg 100B - Academic Services					
100B Conference Rm.	Sharon Gach x 1001 (see Note 2)	12	By request to I.T. *	N	LPC-MeetingRm100B
Bldg 700 - Student Services Area					
720 Conference Rm.	Sheri Moore x 1408	10	N	N	Program & Discipline Use Only
Bldg 800 - Classrooms, Computer Center, Welding, Auto					
801 Lecture Hall (formerly Little Theater)	Class-WEB (see Note 1)	180	Y	Y	
Bldg 1300 - Offices, Staff Lounge					
1300D Staff Lounge	Sharon Gach x 1001 (see Note 2)	65	By request to I.T. *	N	LPC-MeetingRm1300D Lounge
Bldg 1700 - Cafeteria **					
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
** 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.					
Bldg 2000 - Library					
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
Bldg 2100 - Offices					
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
Bldg 2200 - Classrooms					
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
Bldg 2300 - Child Development Center					
2302 Conference Rm.	Sharon Gach x 1001 (see Note 2)	14	N	N	LPC- MeetingRm2302
Bldg 2400 - Classrooms					
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	Class-WEB (see Note 1)	23	23 computers	Y	n/a
2420 Large Lecture Hall		180	Y	Y	n/a
2450, 2460, 2470, 2480, 2490		45	Y	Y	n/a
Bldg 2500 - Physical Education					
PE 142 Conference Room	Carolyn Smutny x1290	14	N	N	n/a
Bldg 3000 - Maintenance & Operations					
3123 Conference Room	Rita Carson x 1761	15-25	By request to I.T. *	N	n/a
Bldg 4000 - Mertes Center for the Arts					
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.