

PC CONFERENCE ROOMS / CLASSROOMS

LOCATION	CAPABILITIES	MAXIMUM OCCUPANCY	FOOD/DRINK ALLOWANCE	BOOK USAGE THROUGH...	SPECIAL INSTRUCTIONS
Library Conference Room (L-405)	- Conference phone # 791-2285 - White board - Laptop / projector - Pull down screen	12	NO	Felisa Hannah, x2316 felisa.hannah@portervillecollege.edu	
Library Conference Room (L-412)	- Conference phone # 791-2261 - White board	6	NO	Felisa Hannah, x2316 felisa.hannah@portervillecollege.edu	<ul style="list-style-type: none"> Contact Jay Navarrette (x2365) for conference phone hook-up.
LRC Conference Room (LRC-552)	Video Conference - Conference phone # 791-2385 - <u>NO</u> white board	12	NO	Felisa Hannah, x2316 felisa.hannah@portervillecollege.edu	<ul style="list-style-type: none"> NOTE: Any regular meetings will be 'bumped' if a video conference comes up in same time slot.
Science Math Conference Room (SM-124A)	- Conference phone # 791-2421 - White board	12	NO	Felisa Hannah, x2316 felisa.hannah@portervillecollege.edu	<ul style="list-style-type: none"> Contact Jay Navarrette (x2365) for conference phone hook-up.
President's Conference Room (AC-108)	Video Conference - Conference phone # 791-2384 - White board - Laptop / projector - SMART TV - SKYPE	14	YES - Only if ok'd through Pres. Office	Felisa Hannah, x2316 felisa.hannah@portervillecollege.edu	DO NOT book this room without checking with President's Office on availability.
Conference Room (AC-109 A)	- White board	6	NO	Felisa Hannah, x2316 felisa.hannah@portervillecollege.edu	Booked only through President's Office.
Student Services Assessment Room (AC-121)	- Desks, chairs	51	NO	Erin Cruz, x2332 ecruz@portervillecollege.edu	
Student Center Conference Room (SCCR)	- Conference phone # 791-2396 - Portable computer / projector	Tables/Chairs for 54 For chairs only 75	YES	Use of Facilities REQUIRED contact information Center, 2330 or "0" for further instructions.	<ul style="list-style-type: none"> Use of Facilities (UOF) form required 10 days prior to meeting.. Confirming email will follow approval.

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Pirate's Cove Conference Room	<u>Meetings only</u>	12	NO	Use of Facilities REQUIRED contact Information Center, 2330 or "0" for further instructions.	<ul style="list-style-type: none"> Use of Facilities (UOF) form required 10 days prior to meeting.. Confirming email will follow approval.
M & O Conference Room	<u>Meetings only</u>	12	NO	Annette Nix, x2404 anix@portervillecollege.edu or Jolene Fernandez, x2405 jolene.fernandez@portervillecollege.edu	<ul style="list-style-type: none"> Contact Jay Navarrette (x2365) for conference phone hook-up.
<u>ALL</u> classrooms	Overhead TV – DVD / VCR	Varied	NO	2 Step Process... 1) Judy Fallert, x2210 jfallert@portervillecollege.edu for room availability then... 2) Information Center, 2330 or "0" for Use of Facilities	<ul style="list-style-type: none"> Use of Facilities (UOF) form required 10 days prior to meeting. Confirming email will follow approval.
Small Study Rooms Computer Commons A & B (LRC-534, 535, 536) (LRC-526, 527, 528)	- White board - Wireless capability	4	NO	Computer Commons Staff x2256	Contact Computer Commons Staff to unlock door for use.
Large Study Room Computer Commons B (LRC-533)	- White board - Wireless capability	20	NO	Computer Commons Staff x2256	Contact Computer Commons Staff to unlock door for use.
Large Study Room Library (L-437)	- White board - Wireless capability	20	NO	x2318 -- Contact <u>Library staff</u> to unlock door for use.	
Small Study Rooms Library (L-441, 442, 443, 444, 445)	- White board - Wireless capability	6	NO	X2318 -- Contact <u>Library staff</u> to unlock door for use.	