

Room Scheduling Guidelines

Building	Room	Capacity	Considerations	Restrictions	Phone	Video Conferencing
Grosvenor	017	15	2 tables			
Grosvenor	113	45	20 tables, large group, social gatherings, kitchenette, projection screens, blackboard	Curriculum first	32153	yes - Dan Smith @ 32460
Grosvenor	126	30	computer, projector, 13 tables, dry erase marker board	Curriculum first	32162	yes - Dan Smith @ 32460
Grosvenor	202	10	Call Nancy Wilcox to book , plasma screen	Dean's Office	39350	yes - permanent set-up - Dan Smith @ 32460
Grosvenor	303	16	blackboard, projection, computer		32368	yes - Dan Smith @ 32460
Grosvenor	403	12	computer, projector, 1 conference table, dry erase marker board	Curriculum first		
Grosvenor	407	12	computer, projector, 1 conference table, dry erase marker board	Curriculum first		
Grosvenor	411	12	computer, projector, 1 conference table, dry erase marker board	Curriculum first		
Grosvenor	414	12	computer, projector, 1 conference table, dry erase marker board	Curriculum first		
Grosvenor	415	12	computer, projector, 1 conference table, dry erase marker board	Curriculum first		
Grosvenor	418	12	computer, projector, 1 conference table, dry erase marker board	Curriculum first		
Grosvenor West	010	8	1 conference table, 1 pull down screen, blackboard	no general access after 5PM	32543	
Grosvenor West	029	12	1 conference table, VCR	no general access after 5PM	32389	yes - permanent set-up, Dan Smith @ 32460
Grosvenor West	111	34	computer, limited kitchenette, dry marker board, projection, conference area	OUTSIDE Presenters: use other rooms first	32358	yes - Dan Smith @ 32460
Irvine	128B	10-12	wireless network, plasma screens, elmo overhead projector, computer, dry erase marker board	Curriculum first		
Irvine	128C	10-12	wireless network, plasma screen, elmo overhead projector, computer, dry erase marker board	Curriculum first		
Irvine	128D	10-12	wireless network, plasma screens, elmo overhead projector, computer, dry erase marker board	Curriculum first		
Irvine	128F	30	13 tables, no audio visual	Curriculum first		
Irvine	232	14	Conference area, dry marker board	Curriculum first		

Irvine Lecture Halls and Bricks are scheduled with Mark Loudin @ 593-2305

Booking of Video conferencing events require 1 hour set up prior to event and 1/2 hour clean up after the event. Videoconferencing at the Ridges may be scheduled with Dan Smith.

Room Scheduling at the Ridges can be made with Jill Breeze @ 593-2524.