Reserving
LPC Meeting Rooms

Reference for Booking All LPC Meeting Rooms
And Classrooms for Meetings

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NOTE: We would like to continue improving and adding to this reference. Please send any new items or suggestions to Sharon Gach, X. 1001.

3/08; Rev. 10/26/10; Rev. 4/8/11; 8/3/11
s.g.

I. Reference Chart of all Rooms & Classrooms

LPC STAFF REFERENCE

Also posted at:
http://grapevine/administration/RoomsforMeetings.php

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.	
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					
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.

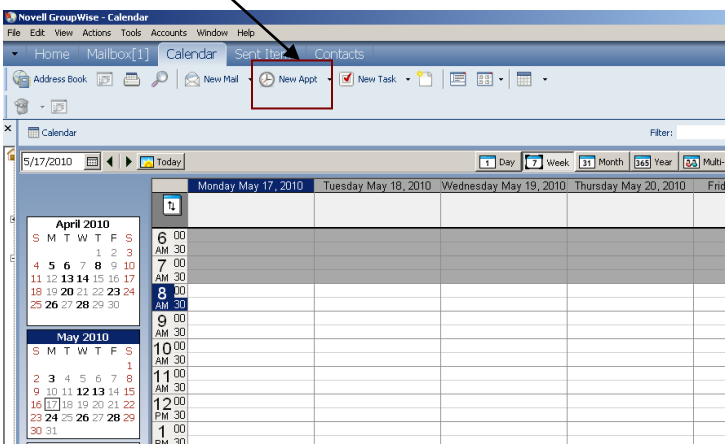
s.g. 8/3/11

II. Booking & Sending an Invitation to a Meeting Room
(also known as a 'Resource')

The following rooms are available for reservation using your GroupWise calendar. Other rooms are available from other sources (see Chart above, Section I).

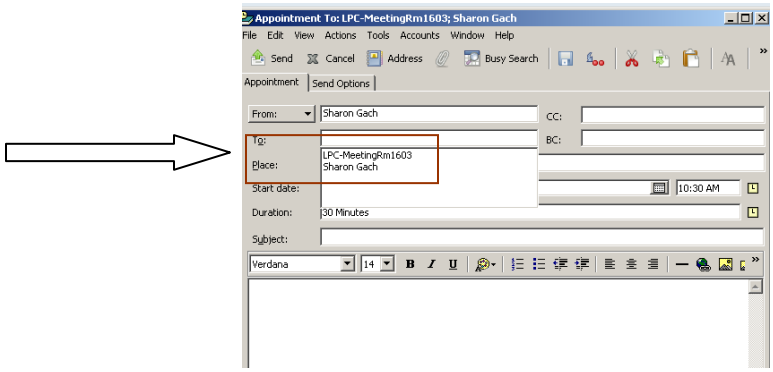
Step 1.

In your GroupWise calendar: Press New Appointment.



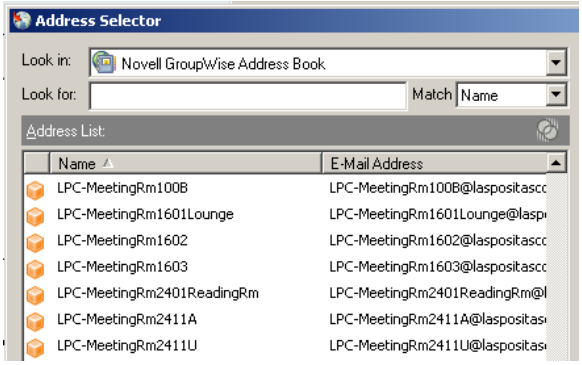
Step 2.

On the Address List type in/or search for resources(rooms) and people you wish to invite. You may include any notes in the box. Choose Date and Time. **[Don't press Send yet.]**



Note 1: Rooms (resources) are listed in the Address Book with an orange cube:

Note 2: Sample list of LPC meeting rooms in the GroupWise Address Book:

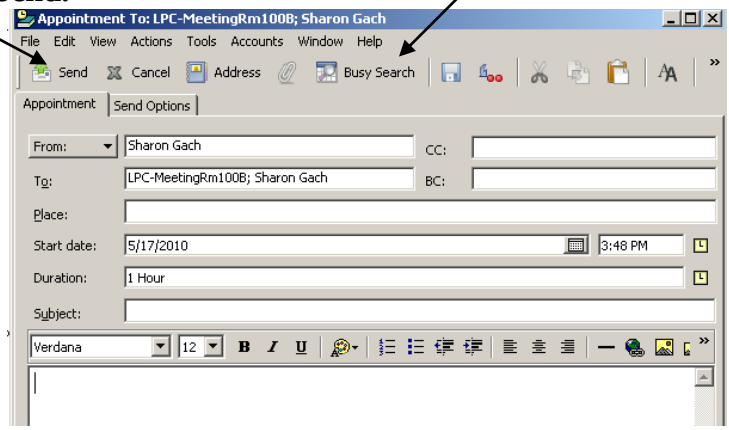


Step 3.

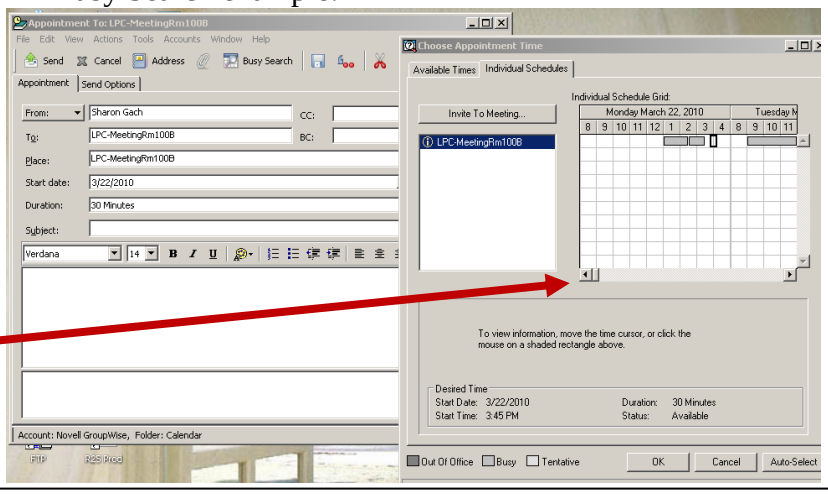
Check to see if the room is available **before** you Send, using **Busy Search** (on tool bar to right of the Paper Clip attachment icon).

If the room you wish is not free, please try another room, or consider changing the meeting date/time.

When complete, **Press Send.**



Busy Search example:



Hint: use the arrows or bar to scroll forward to other dates!

Step 4.

The "owner" or "proxy" of the calendar* will receive the meeting room invitation, check it for availability, and **Accept** or **Decline**. If the meeting is Declined the "owner" will write a short note of explanation, or suggest other rooms.

Step 5.

If you wish to check the status of an invitation later, Right Click on the appointment, press Properties. Information on all invitees is listed in a chart.

Step 6.

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.

* The current GroupWise 'owner' for the above meeting rooms is Sharon Gach.

Questions? Call Ext. 1001.

III. Handy One Page Reference

LPC Meeting Rooms – How To Reserve

Step 1.
In your GroupWise calendar: Press New Appointment.

Step 2.
On the Address List type in/or search for resources(rooms) and people you wish to invite. You may include any notes in the box. Choose Date and Time**. [Don't press Send yet.]**

Note 1: Rooms (resources) are listed in the Address Book with an orange cube:

Step 3.
Check to see if the room is available before you Send, using **Busy Search** (on tool bar to right of the Paper Clip attachment icon). If the room you wish is not free, please try another room, or consider changing the meeting date/time.

When complete, **Press Send.**

Step 4.
The "owner" or "proxy" of the calendar* will receive the meeting room invitation, check it for availability, and **Accept** or **Decline**. If the meeting is Declined the "owner" will write a short note of explanation, or suggest other rooms.

Step 5.
If you wish to check the status of an invitation later, Right Click on the appointment, press Properties. Information on all invitees is listed in a chart.

* The current GroupWise 'owner' for the above meeting rooms is Sharon Gach,

Questions? Call Ext. 1001

IV. Booking a Classroom for a Meeting Using CLASS-Web

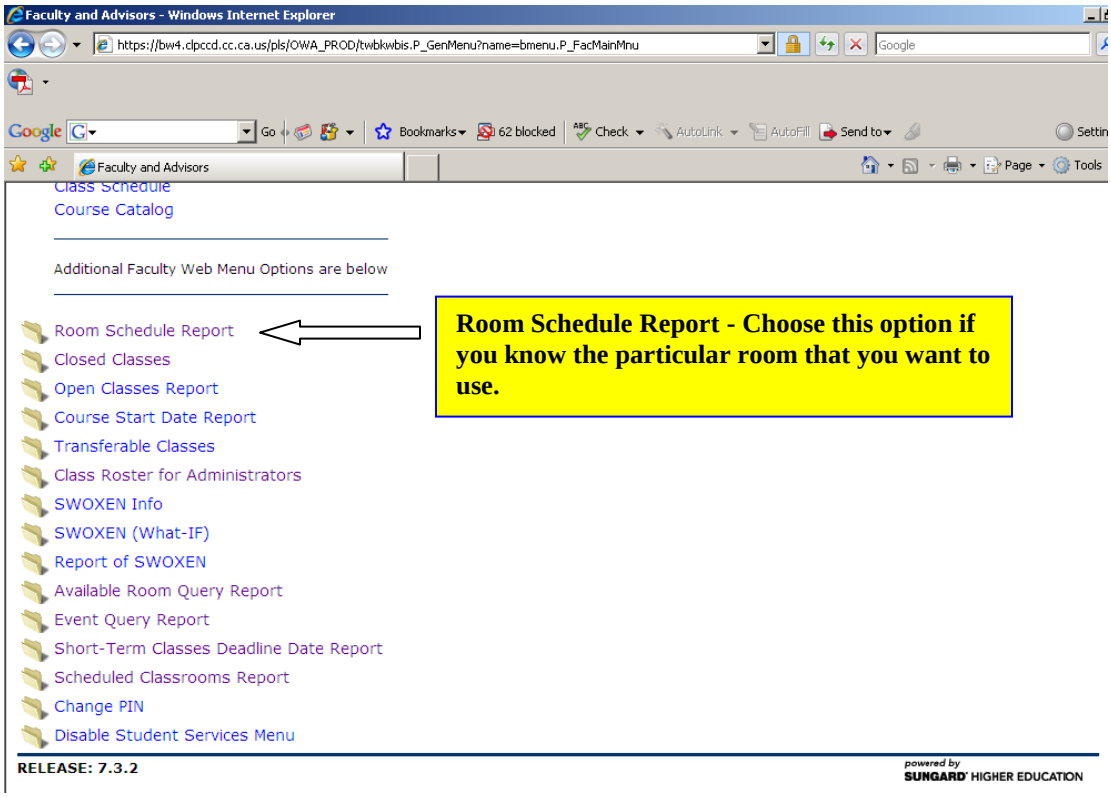
By Nicole Huber

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

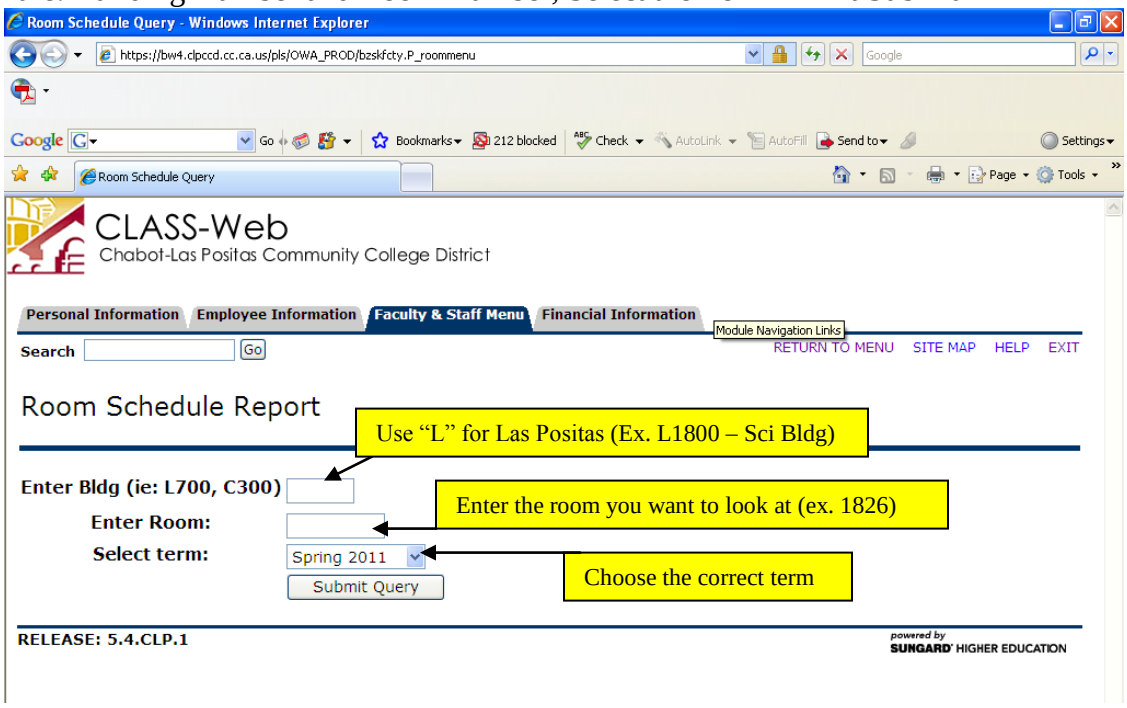
1. Log into Class-Web → Click on "Faculty & Staff Menu" Tab

2.



Room Schedule Report - Choose this option if you know the particular room that you want to use.

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

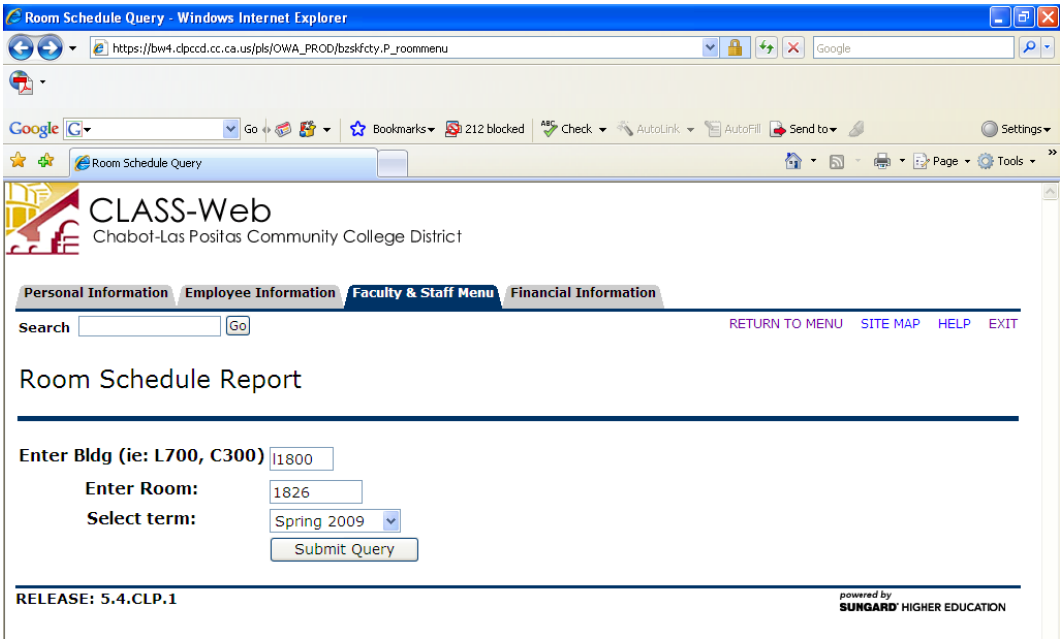


Use "L" for Las Positas (Ex. L1800 – Sci Bldg)

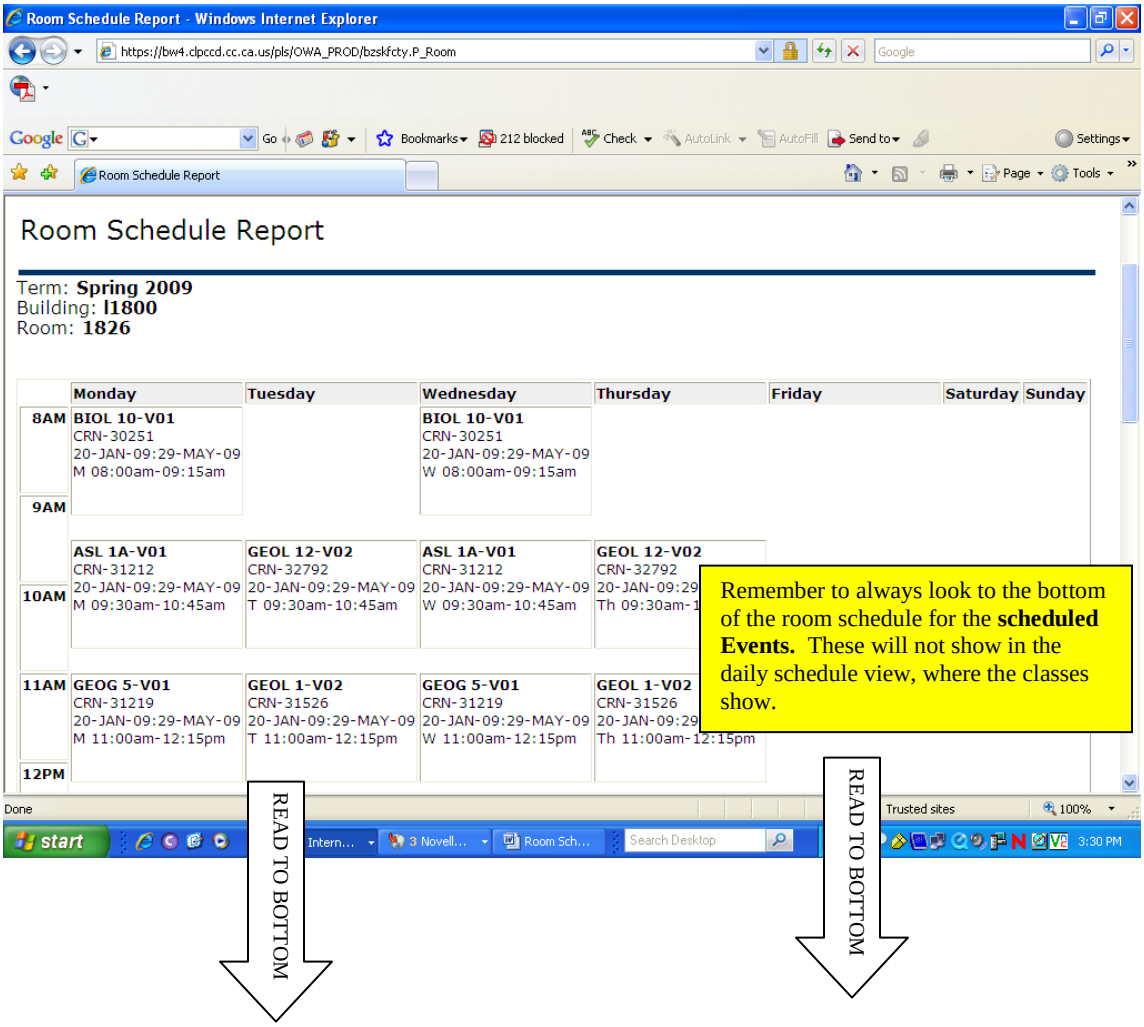
Enter the room you want to look at (ex. 1826)

Choose the correct term

4. Example



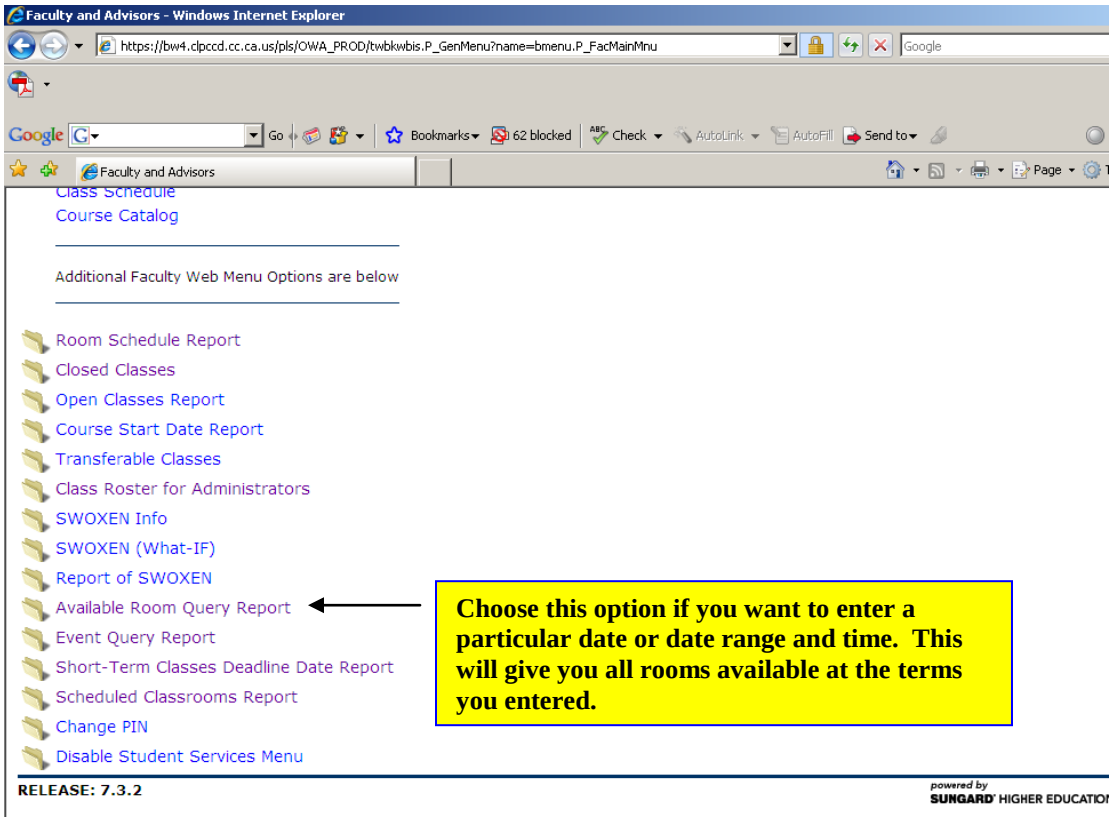
5. Example Report



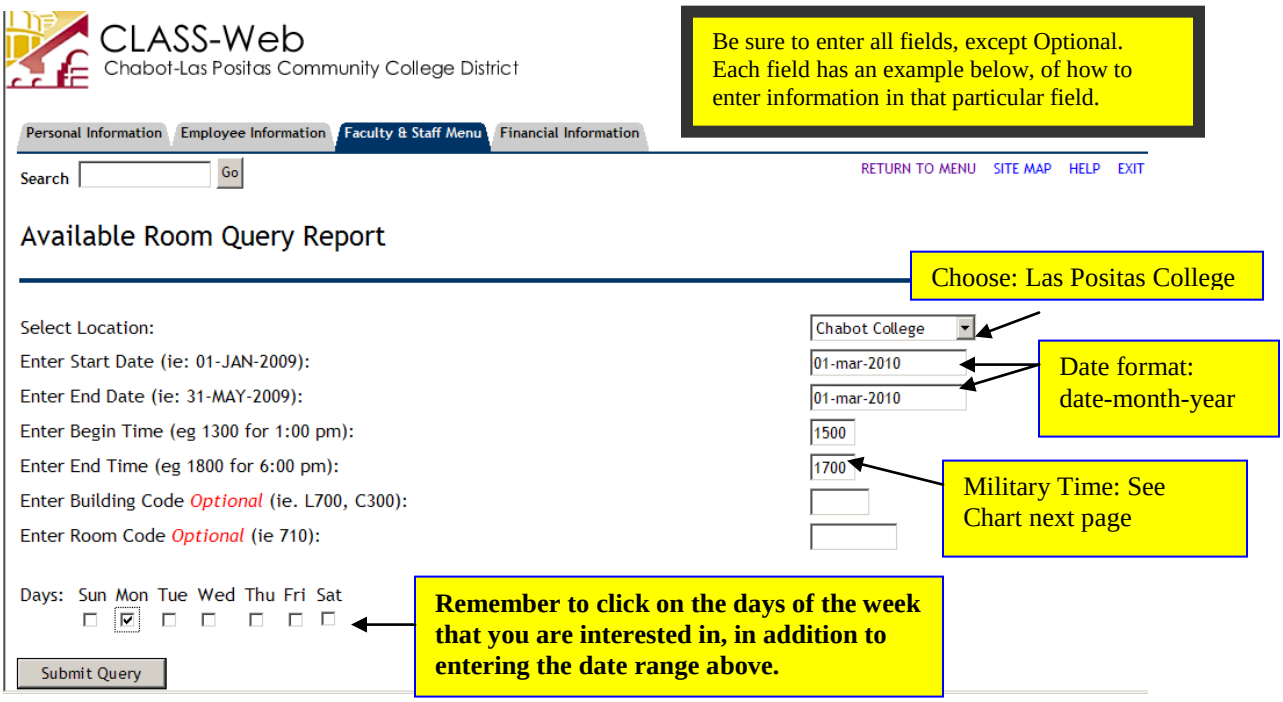
B. Available Room Query Report

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

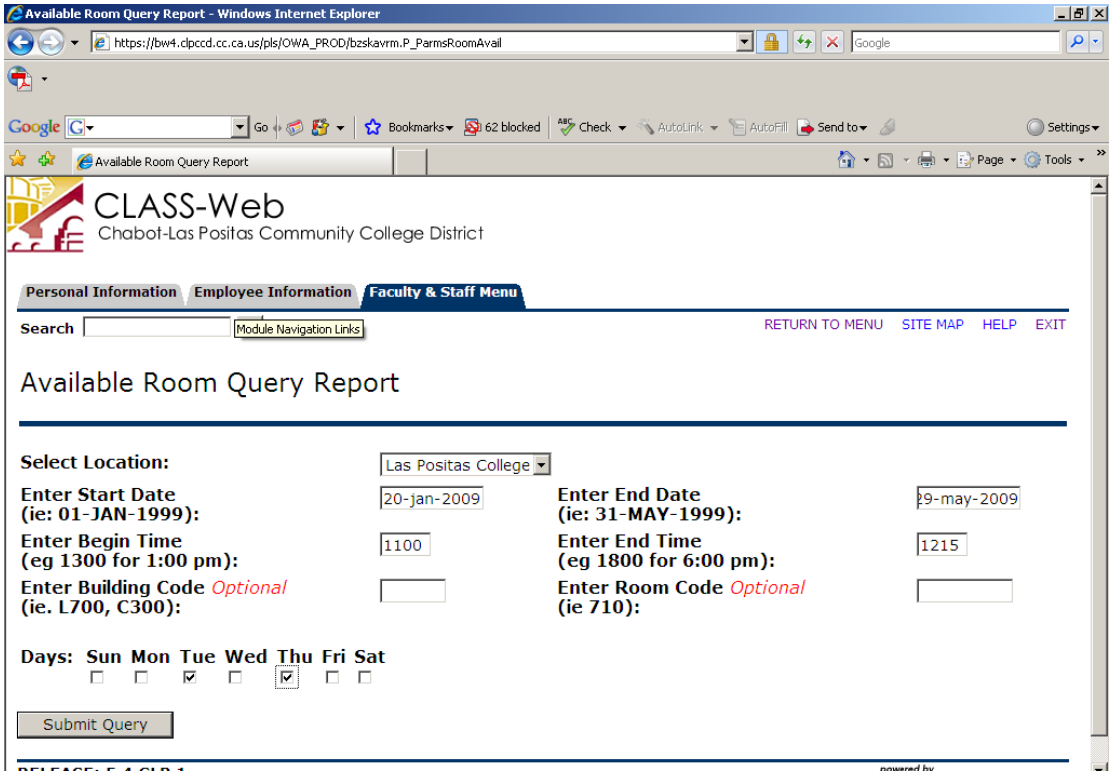
2.



3.

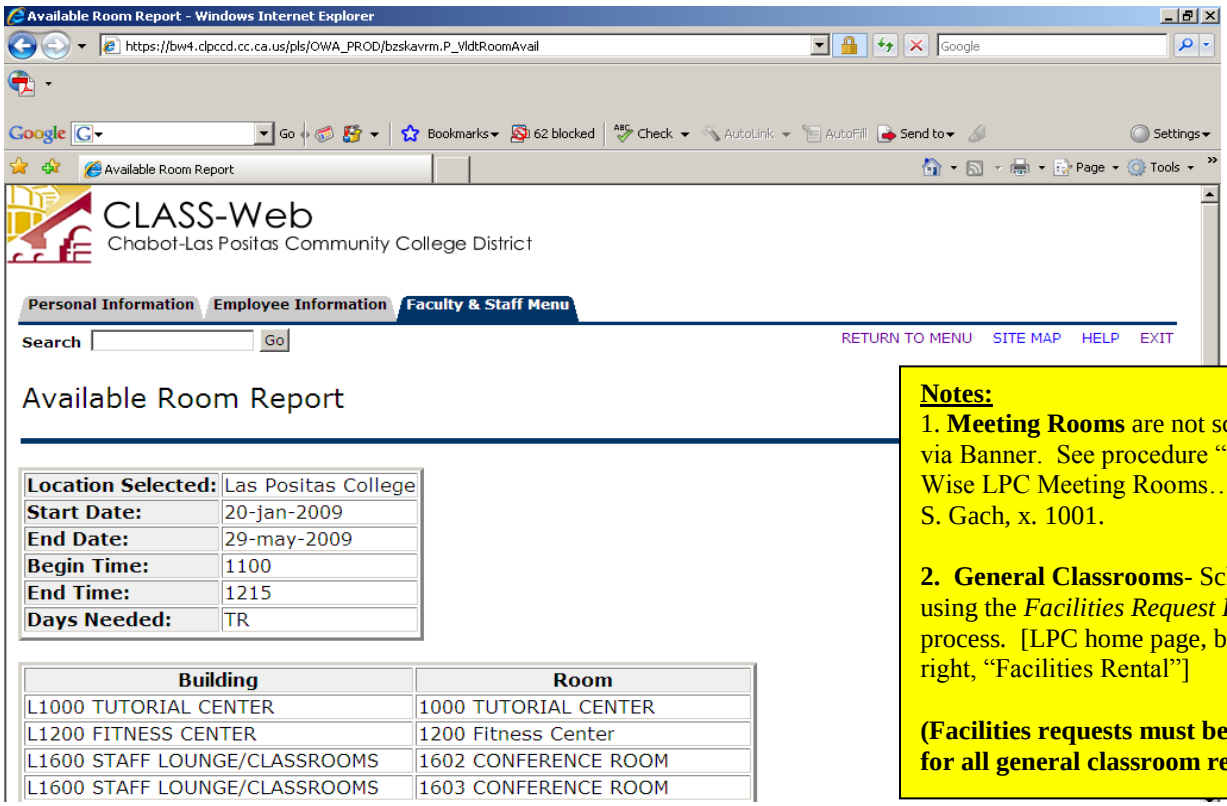


4. Example



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



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.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, Executive Assistant to the Vice President.
5. You will receive a confirmation via email when approved.

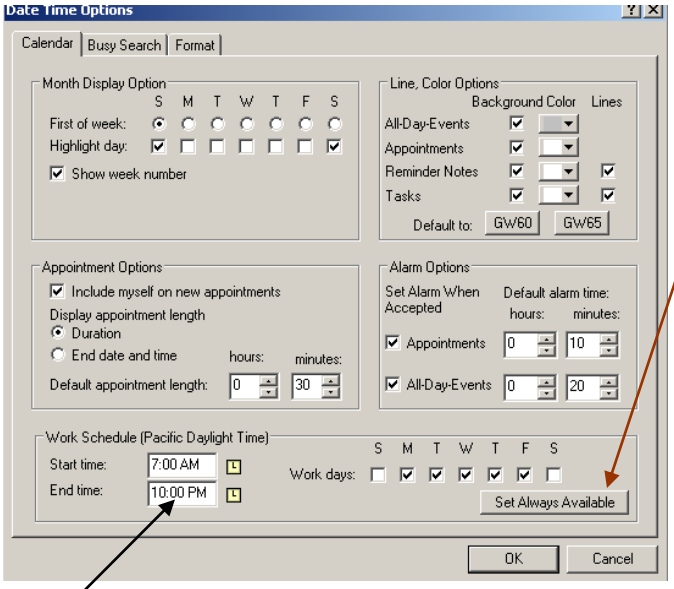
N. Huber, 12/08, Rev. S. Gach, 3/10

# # #

Also: See information from Administrative Services, Exec. Asst.

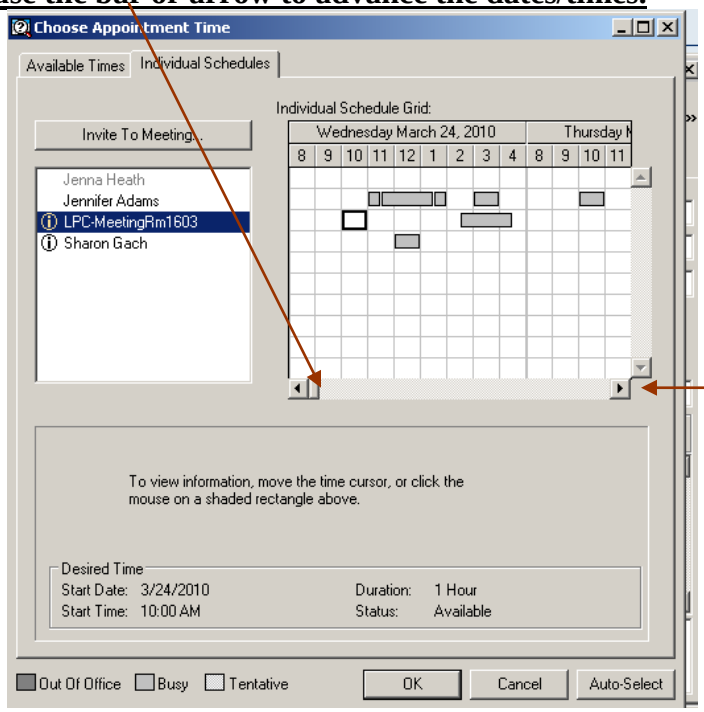
V. GroupWise Calendar Tips

A. <u>To Book Appointments Before 8 am and After 5 pm</u>: <u>(Tools/ Options/ Date Time Options)</u>
You need to allow your calendar to create appointments for any hour of any day, by pressing **"Set Always Available".**



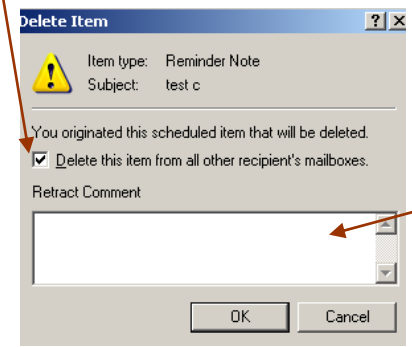
[If the settings stay at 8 am – 5 pm it will not allow you to book anything before or after those hours. Then if you try to set a meeting from 3 pm – 7 pm, for example, Groupwise will give you a 4 hour meeting, but will back it up to END at 5 pm -- your setting 'tells' Groupwise not to let you work past 5 pm.]

B. <u>To see future days, use the bar or arrow to advance the dates/times.</u>



C. To Delete a scheduled appointment:

- Click on appt.
- Press delete button on keyboard
- You will see this message, check the box "Delete this item for all other recipient's mailboxes." And write a comment in the box as to why meeting cancelled, etc.

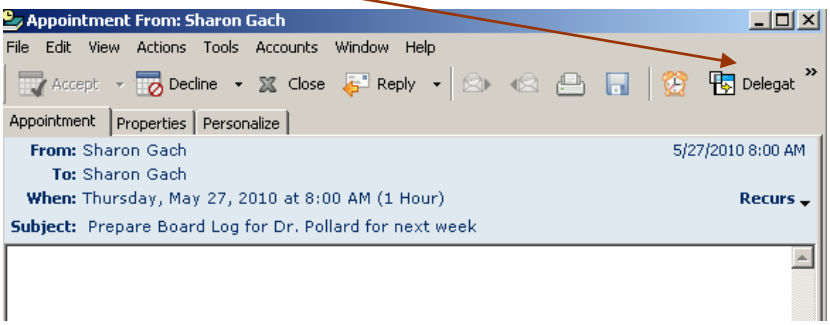


Can write a note as to why cancelled.

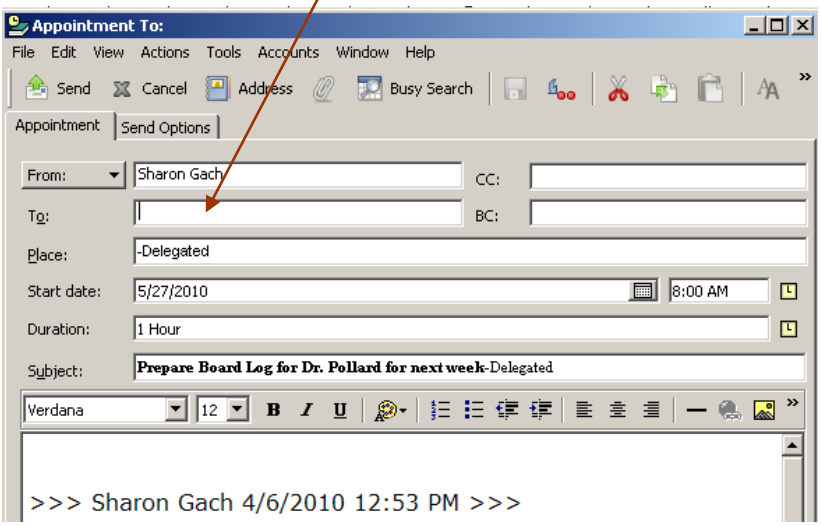
- Meeting will be deleted from other attendees' calendars.

D. To send appt. to others, AFTER it has been created:

1. Open Appt, Press **Delegate:**

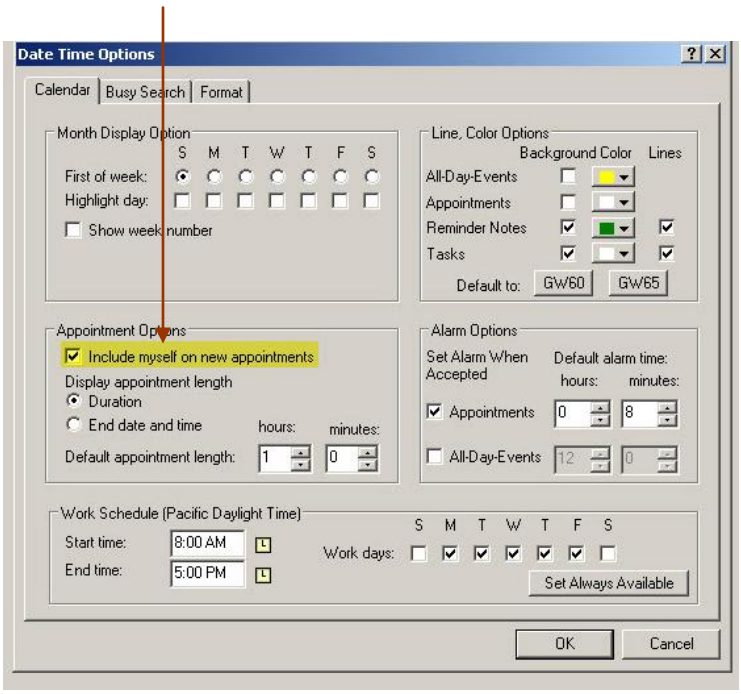


2. You see this screen. Fill it in for the others you wish to invite. Press Send.



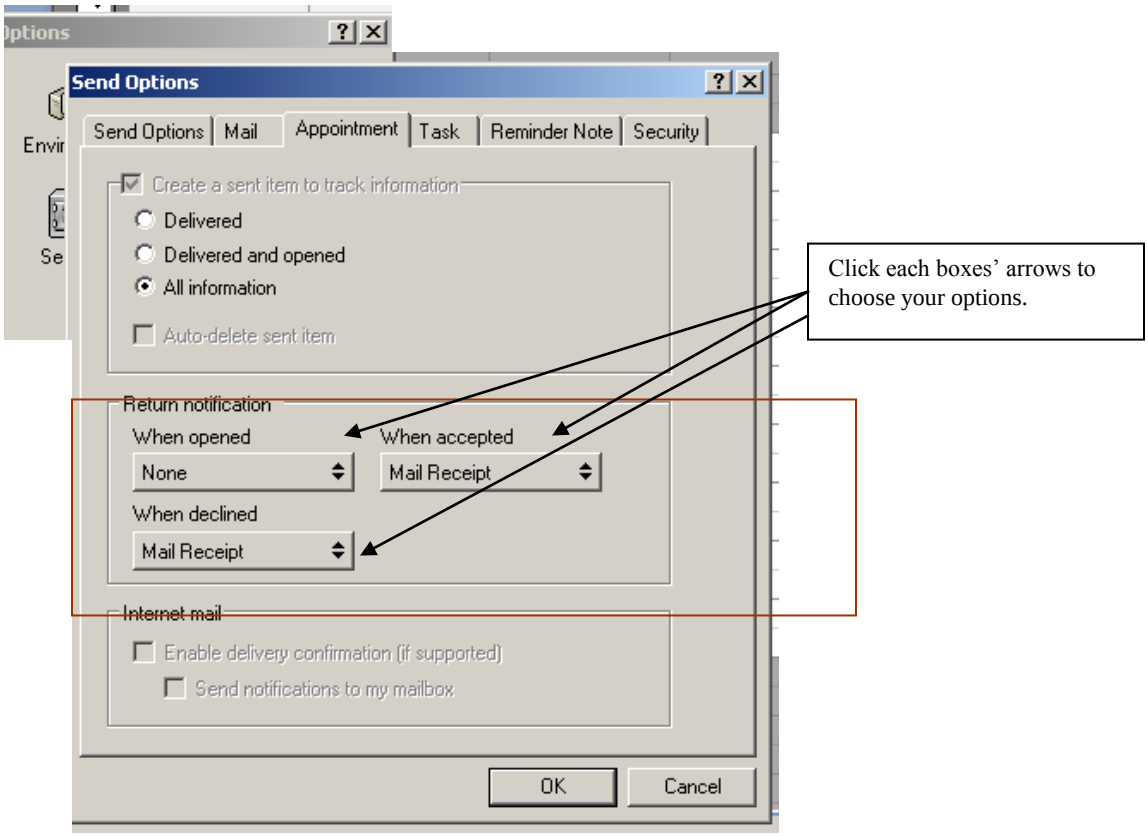
E. <u>To get your name automatically added to every Appointment you create:</u>

In Tools->Options->Date&Time , Check **"Include myself on new appointments".**



E. <u>To get notification via email or flash message when people Accept/Decline meetings:</u>

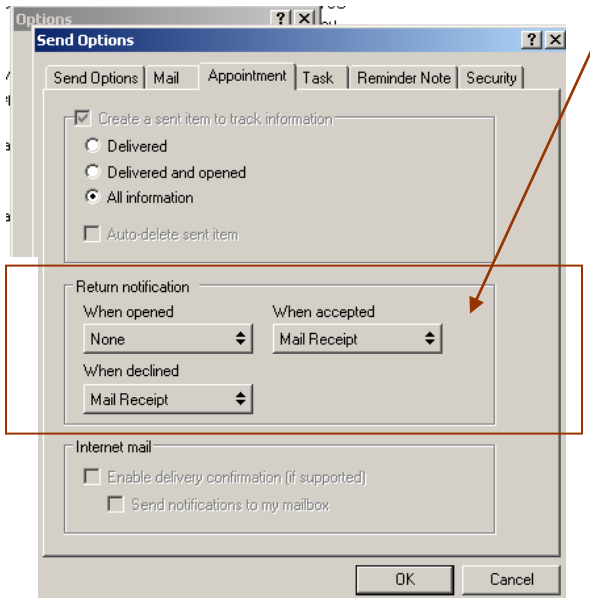
Check the options you wish in**: Tools, Options, Send, Appointment.**



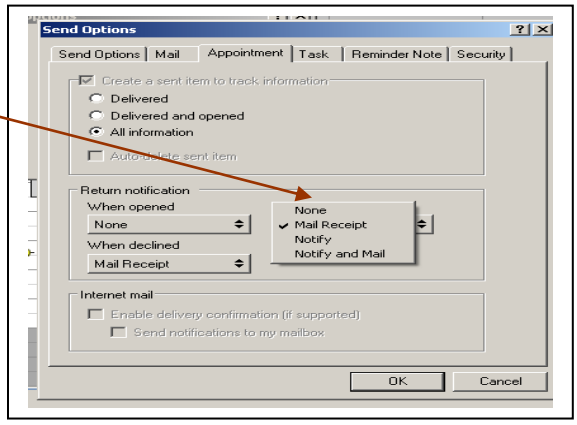
F. Set notify so you receive answers from Meeting Rooms (and other Invitees)

Tools> Options> Send> Appointment.

Check what you need from this area:



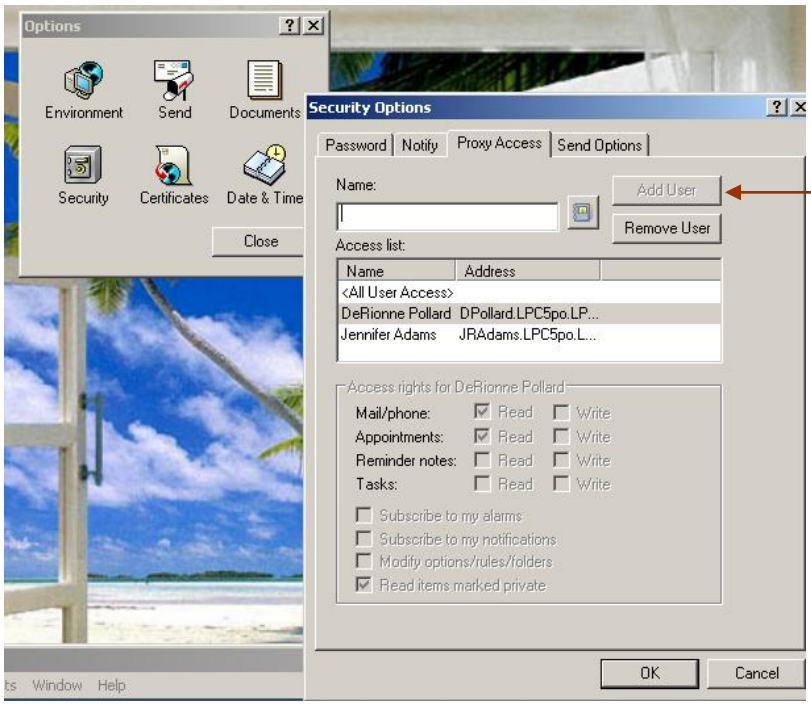
Choices:



[You may wish to only receive "When Declined" if you don't want a lot of additional mail.]

G. How to open several GroupWise Calendars (or In Boxes) at once:

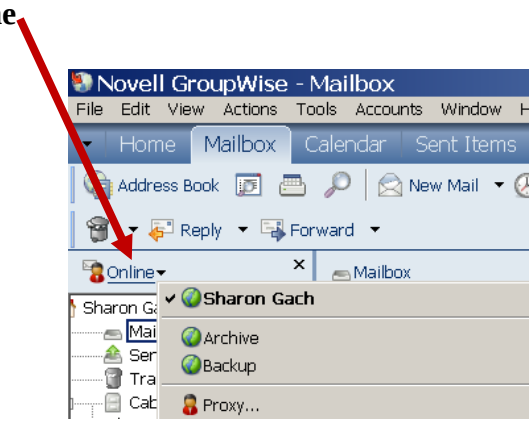
1. Make sure **the other person** has given you Proxy to their Calendar/ In Box: Tools, Options, Security, Proxy Access. **They** add User here:



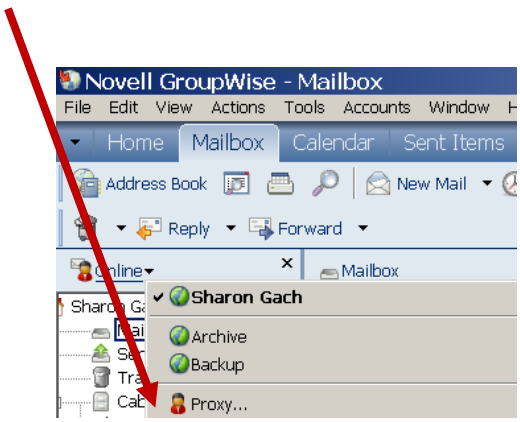
(continued next page)

2. Next, add their name to **Your** Online Proxy list:

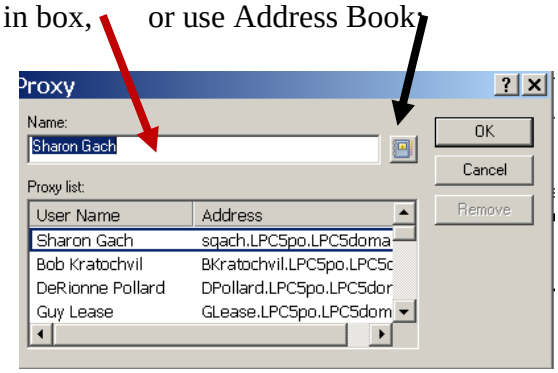
a. Press **Online**



b. Press Proxy

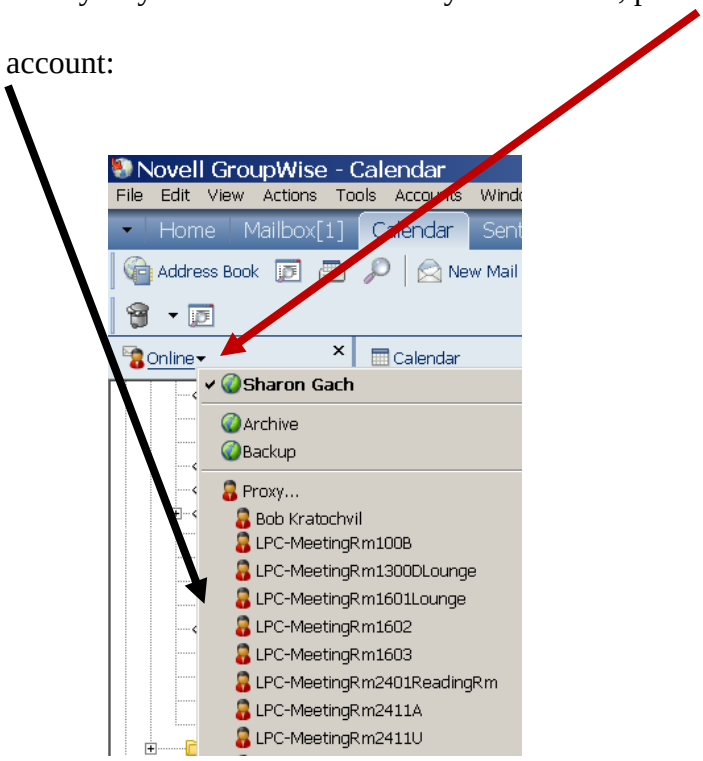


c. Type Name in box, or use Address Book



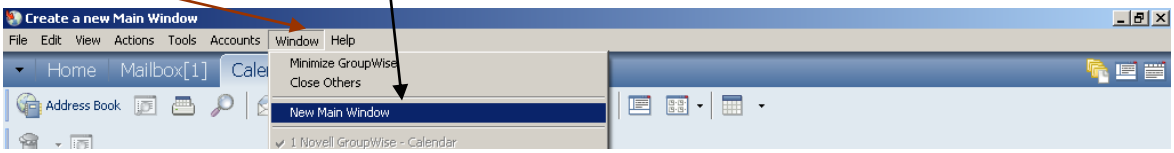
d. The new Groupwise account will open.

e. To change to any of your Proxies or back to your Account, press Online then, desired account:

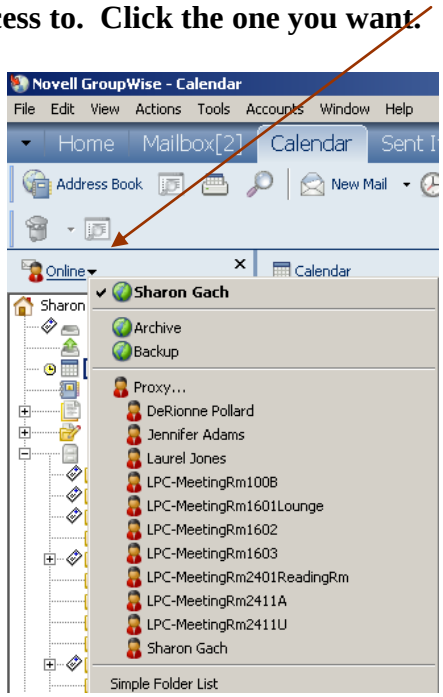


3. Next, **to open as many calendars as you wish** -- in **your GroupWise**, click:

Window, New Main Window.



4. Then, from that open window, look on the left side and **click Online**. **You will see all the Proxy calendars you have access to. Click the one you want.**



(If the calendar you want is not there, ask the person to give you proxy, as in Step 1 above.)

5. **To change to a new Calendar**, just press **Proxy**, and **choose the new calendar**.
(When you are in one of your Proxy calendars **the word "Online" changes to "Proxy"**.)

6. Leave as many windows open as long as you need them; shrink them to the bottom of your screen. They update in real time if other people book meetings.

# # #

NOTE: We would like to continue improving and adding to this reference. Please send any new items or suggestions to Sharon Gach, X. 1001.