

Classroom & Conference Room Information & Guidelines

Room Booking Basics

- Requests will not be approved unless all fields are completed on the Appointment Information form.
- To schedule a room reservation appointment, [Click Here](#). Below is the information you will enter.

Room Name	
Appointment Name	
Appointment Contact Name	
Contact Phone Number	
Number of Attendees	
Is the date flexible?	
Is the time flexible?	
Is the room location flexible?	

- If you no longer need the room, please cancel your appointment or send an email to the room to ask for the appointment to be canceled.
- In consideration of others who may need large meeting space, please do not schedule the rooms below for groups of 10 or less.

Pavilion Classrooms 4 or 5

Family Support Meeting Rooms A or B

- Please see Classroom and Conference Room Information for location of rooms, capacity, and audiovisual features. [Click Here](#)
- Ensure you include set up and clean up time if needed for a specific room arrangement, catering, or other preparation.
- If your request is declined, your event will remain on your calendar along with other invited calendars. You must go to those declined dates/times from the original appointment to update or cancel those dates.

Recurring Appointments

- Enter an end date.
- Ensure each date requested is available before sending the appointment. If any days are not available, please send individual appointments.

After your Class or Meeting

- If food was served, ensure the tables are cleaned and trash emptied.
- Arrange tables and chairs according to the diagram posted.

Problems or Issues with audiovisual

Contact Media Services at Vocera **5-4900**.