

# Facility Use Schedule

ROOM	CAPACITY	SPECIAL NOTES	TO RESERVE - CONTACT
Classrooms	20 to 65	No Food or Beverages (Please)	Please submit one of the following Online Request Forms:  Instructional Space Request Form for Academic Classes <a href="http://www.ccp.edu/vpacaff/RoomChangeRequestForm.htm">http://www.ccp.edu/vpacaff/RoomChangeRequestForm.htm</a>  Instructional Space Request Form for Non-Instructional Events <a href="http://www.ccp.edu/vpacaff/EventRequestForm.htm">http://www.ccp.edu/vpacaff/EventRequestForm.htm</a>  For information regarding your request, please email AcademicScheduling@ccp.edu
The Sandra E. Klein Cube P2-03	135	Used extensively for CAHM and DIET Program Related Activities.	
Performance Theater BG-21	150	Used primarily for ENGL Program Related Activities.	
Large Auditorium BG-20	350	Strictly No Food or Beverages <b>Carline Rucker – 8460</b> needs to be contacted to avoid conflicting activities	Erica Harrison Email all requests to <a href="mailto:eharrison@ccp.edu">eharrison@ccp.edu</a> For questions contact x8941
Bonnell First Floor Lobby West Second Floor Lobby		May be reserved for exhibits, special fairs, etc. Limit of 6 Tables in Bonnell Lobby.	
Pavilion Cafeteria Pavilion First Floor Lobby Pavilion Second Floor Lobby	- 150 230	May be reserved for table setups, exhibits, special events, etc.	
Great Hall S2-19	450	Food Permitted	
Lecture Hall S2-3	130	Food Permitted	
The Gilroy Roberts Rotunda	80 (stand up reception)	Exhibit & Reception Space –must approve prior to use to avoid conflicting activities	
Gymnasium	1200	Strictly No Food or Beverages <b>Rogers Glispy x8965</b> needs to be contacted to avoid conflicting activities	
Community Rooms (Regional Centers)	NERC 124 NWRC 216	Event must be approved by Regional Center Directors prior to use	
The Coffeehouse S1-22	100	Food Permitted	
The Isadore A. Shrager Boardroom, M2-1	30	Priority for space will be given to the Office of the President	
CBI – Conference Room C2-5	38	Food or Beverages Permitted Priority for space will be given to Workforce & Economic Innovation meetings	Elayne Geissler x 6160 (email preferred <a href="mailto:egeissler@ccp.edu">egeissler@ccp.edu</a> )
CBI – Lecture Hall C2-28	105	Food or Beverages Permitted Priority for space will be given to Workforce & Economic Innovation meetings	
CBI – Meeting Room C3-5	38 - 40	Food or Beverages Permitted Priority for space will be given to Workforce & Economic Innovation meetings	
Library Conference Room L1-09A	12 (6 more at side of room)	No Food or Beverages (Please) <b>For Faculty, Staff, and Administrators only</b>	Jalyn Warren x 8304

**Please visit [myccp.edu](http://myccp.edu) to submit a facilities work order**