



## LBCC Room Reservation & Event Planning

*The following information has been compiled to assist you in event planning at Long Beach City College. This checklist has been developed with information respective to campus policies, information resources and available facilities. Allow sufficient time for planning to ensure a successful event for our campus community.*

<b>EVENT PLANNING</b>		
<b>Check</b>	<b>Planning Activity</b>	<b>Contact</b>
	Develop an <u>Agenda/Schedule</u> for the event with date/time/location. Make contact with appropriate Reserving Office, below, to confirm availability.	See Reserving Office (below)
	<u>Catering</u> is available through S and B Foods. A catering menu is available at <a href="http://sandbculinary.com">sandbculinary.com</a> , or they will customize a menu for your event. Prior permission is required to bring food from off campus vendors. The Food Concessions/Catering Approval Form can be found under Purchasing Forms (Internal Use Only) at <a href="http://www.lbcc.edu/ContractsMgmt/forms.cfm">http://www.lbcc.edu/ContractsMgmt/forms.cfm</a>  Groups that self cater must follow the Health and Safety Policies stated in your Club Charter, Club Survival Guide, and Food Handler Workshop.	S and B Foods 562/938-4326 or <a href="mailto:Catering@LBCC.edu">Catering@LBCC.edu</a> or <a href="http://sandbculinary.com">sandbculinary.com</a>
	<u>Equipment</u> including sound system, computer, projectors, and screens is available for check out and self-set-up. Student clubs/organizations may contact the Office of Student Life . Teila Robertson.  Instructional Departments can contact Instructional and Information Services Help Desk at 938-4357.	Office Student Life LAC 562/938-4978 PCC 562/938-3985  HelpDesk for LAC &PCC 562/938-4357
	<u>Parking</u> is available in student lots. A Parking pass can be purchased for \$2.00 at the Parking Pass Kiosk (Cash, coins or credit card accepted) or guests can use metered parking for \$.25 per 15 minutes.	
	<u>Maps &amp; directions</u> -online maps and direction are available at: <a href="http://www.lbcc.edu/LBCCMaps/">http://www.lbcc.edu/LBCCMaps/</a>	
	<u>Events on Campus</u> -All activities or events must complete the <b>“Application for use of District Facility Form”</b> . Contact Facilities.	562/938-4019
	<u>Clubs/Organizations</u> All chartered club/organizations must complete and submit an <b>“Activity Fundraiser Application.”</b>  LAC - Teila Robertson & PCC – Derek Oriee	Office of Student Life - LAC 562/938-4978 (E117) PCC 938-3088 (EE202)
	<u>Set-up Request</u> -To request tables, chairs, pipe & drape, etc, the <b>“Set-Up Request Form”</b> must be completed and submitted to Facilities at least <b>72 hours in advance</b> to facilities. Form is available at: <a href="http://acit.lbcc.edu/dept_forms/Set-Up%20Request%20Form.pdf">http://acit.lbcc.edu/dept_forms/Set-Up%20Request%20Form.pdf</a>	562/938-4040  Fax 562/938-4069

### EVENT PLANNING

	<u>Accommodations</u> for <b>students</b> with disabilities-contact <b>Disabled Students Programs &amp; Services</b> for assistance.	562/938-4558 Video Conference: (562) 513-6442
	<u>Accommodations</u> for <b>persons</b> with disabilities-contact <b>Human Resources</b> for assistance.	562/938-4512
	Arrange <u>publicity</u> , handouts, flyers. Ensure that all printed materials meet LBCC Posting Policy regulations.	Office Student Life LAC 562/938-4552 PCC 562/938-3985
	Contact Risk Services for any safety/permit questions such as open flames, large assembly (200+), use of hazardous chemicals, fireworks or other pyrotechnics.	Risk Services 562/938-4038
	<u>Amplified sound</u> is allowed from 12:00 noon – 1:00 p.m. on Tuesday, Wednesday, and Thursday during “College Hour”.	

### MEETING ROOMS @ PACIFIC COAST CAMPUS

<b>Facility</b>	<b>Set-up / Capacity</b>	<b>Reserving Office</b>	<b>Contact</b>
Dyer Hall (FF107)	Lecture 166	Submit “ <b>Application for Dyer Hall Form</b> ” two weeks prior to event to Academic Affairs PCC Office-Admin Assistant or Mary McElDowney. Note: No food /drink permitted.	562/938-3904
Senior Center (FF108)	Lecture Tables 50	Senior Center-Beverly Norberg	562/938-3047
FF101	70	Academic Affairs PCC Office-Admin Assistant or Mary McElDowney	562/938-3904
Trades Bldg. Conference Room (MM100)	Table 6	Trades Office-Tina Scruggs or Raotana Tim	562/938-3157 562/938-3055
Classrooms		For events other than scheduling classes, Academic Affairs PCC Office-Admin Assistant or Mary McElDowney	562/938-3904
Outdoor areas (Quad/Lawn)		Office of Student Life – Pamela Garrison	562/938-3985
Conference Room (AA101D)	15	Academic Affairs PCC Office-Admin Assistant or Mary McElDowney	562/938-3904

### MEETING ROOMS @ LIBERAL ARTS CAMPUS

<b>Facility</b>	<b>Set-up / Capacity</b>	<b>Reserving Office</b>	<b>Contact</b>
Nordic Lounge (Bldg. E)	Lecture/ Audience ~200	Submit the “ <b>Application for Use of District Facilities</b> ” Contact Facilities.	562/938-4018/4019
Northern Sun (E209)	Table 12	Student Affairs. Teila Robertson.	562/938-4978

Valhalla (E202)	U-Shape Table 20	Student Affairs. Teila Robertson.	562/938-4978
E Building Entrance (Bldg. E)	Table (1-2) 4	Student Affairs. Teila Robertson	562/938-4978
<b>MEETING ROOMS FOR CAMPUS DEPARTMENT USE</b>			
Veterans Stadium	10,000	Veteran's Stadium-Danny To	562/938-4018/4019
English Lounge (P110)	30	English Department-Yolanda Fernandez	562/938-4036
Auditorium	975	Auditorium Coordinator-Nathan Stuffle-Performing ARTS (Theater, Dance, Music)	562/938-4310
Saga Room (LAC E Building)	40	S&B Foods - Dave McDonald	562/938-4326
Faculty Dining Room (LAC E Building)	15	Facilities – Marshall Fulbright	562/938-4313
General Lecture Classrooms at LAC	20-100	Academic Services- Cheryl Glover	562/938-4388
Conference Room (D163)	8-12	Math & Science-Wendy Slater	562/938-4168
Conf. Room (M209)	10	Nursing & Allied Health-Liz Alejandrino	562/938-4403
Conf. Room (D352)	8-12	Math & Science-Wendy Slater	562/938-4168
Conf. Room (C104)	12-15	Nursing & Allied Health - Liz Alejandrino (closed right now)	562/938-4403
Conf. Room (H200)	10	Performing Arts Department – Esther Contreras	562/938-4309
Conf. Room (V202)	12	Math Department– Elena Sanchez	562/938-4321
Conf. Room (V225)	20-30	Math Department– Elena Sanchez	562/938-4321
Conf. Room HR (T1044)	14	Human Resources- Outlook	562/938-4127 562/938-4140
Conf. Room (T1046)	24	near Human Resources-Outlook	562/938-4127 562/938-4140
Conf. Room (T1021)	8	near Community Relations & Marketing--Outlook	562/938-4127 562/938-4140
Conf. Room (T2065)	10	near Administration- Outlook	562/938-4127 562/938-4140
Conf. Room (T2002)	10	near Fiscal Services- Outlook	562/938-4127 562/938-4140
Conf. Room (T2302)	6	Dean's Conference Room- Kathie Atwood	562/938-4436
Conf. Room (T2345)	10	T Building (Classroom Side)- Kathy Each	562/938-4328
Multipurpose Room (T1200)	(80-200)	Facilities-Danny To (specify tables/chairs or theatre style with chairs only)	562/938-4018/4019