



## 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.*

EVENT PLANNING		
Check	Planning Activity	Contact
	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>Clubs/Organizations</u> All chartered club/organizations must complete and submit an <b>“Activity Fundraiser Application.”</b> Upon collection of signatures and verification of calendar date the application must be submitted to Senate (LAC)/Club Board (PCC) for approval.	Office Student Life - LAC 938-4552 E102/ PCC 938-3985 GG200
	<u>Events on Campus</u> -All activities or events must complete the <b>“Application for use of District Facility Form”</b> available at <a href="http://acit.lbcc.edu/dept_forms/Vets%20Application.pdf">http://acit.lbcc.edu/dept_forms/Vets%20Application.pdf</a>	Facilities - 938-4019
	<u>Set-up Request</u> -To request tables, chairs, pipe & drape, etc, the <b>“Set-Up Request Form”</b> must be completed and submitted at <u>least 72 hours in advance</u> to facilities. Form is available at: <a href="http://facilities.lbcc.edu/forms.cfm">http://facilities.lbcc.edu/forms.cfm</a>	Facilities - 938-4040
	<u>Catering</u> is available through Aramark. They will customize a menu for your Special Event. Groups that self cater must follow the Health and Safety Policies stated in your Club Charter, Club Survival Guide, and Food Handler Workshop.	Aramark – (562) 938-4326 or <a href="mailto:Catering@LBCC.edu">Catering@LBCC.edu</a>
	<u>Equipment</u> including computer, projectors, and screens is available for your event. Student clubs/organizations may contact the Office of Student Life. Campus Departments can contact Academic Computing and Multimedia Services.	Office Student Life - LAC 938-4552/ PCC 938-3985 ACMS LAC 938-3176 / PCC 938-4235
	<u>Parking</u> is available in student lots. A Parking pass can be purchased for \$1.00 at the Parking Pass Kiosk 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/contact.cfm">www.lbcc.edu/contact.cfm</a>	
	<u>Accommodations</u> for persons with disabilities-contact Disabled Students Programs & Services for assistance.	(562) 938-4558/ TTY:(562) 938-4833
	Arrange <u>publicity</u> , handouts, flyers. Ensure that all printed materials meet LBCC Posting Policy regulations.	Office Student Life - LAC 938-4552/ PCC 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 938-4038
	<u>Amplified sound</u> is allowed from 12:00 noon – 1:00 p.m. on Tuesday, Wednesday, and Thursday during “College Hour”.	Office Student Life - LAC 938-4552/ PCC 938-3985

### **RESERVING OFFICES @ 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 Associate Vice Presidents Office - Vicki Lerch. Note: No food /drink permitted.	938-3904
Senior Center (FF108)	Lecture Tables 50	Senior Center-Mary Thoits	938-3047
FF101		Associate Vice Presidents Office-Vicki Lerch	938-3904
Trades Bldg. Conference Room (MM100)	Table 10	Trades Office-Tina Scruggs	938-3157
Classrooms		Associate Vice Presidents Office-Vicki Lerch	938-3904
Outdoor areas- (Jacaranda Walk, Quad/Lawn, Viking Corner)		Office of Student Life - Paulette Marshall	938-3985
Conference Room (AA117)	15	Associate Vice Presidents Office-Vicki Lerch	938-3904

### **RESERVING OFFICES @ 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>Building E/College Center Use Form</b> ” one month prior to event to Student Affairs.	938-4552
Nordic Stage Area (Bldg. E)	Lecture/ Table 50	Student Affairs	938-4552
Viking Volunteer Resource Center (E120)	Table 20	Student Affairs	938-4552
Student/ Organization	Lecture 40	Student Affairs	938-4552

Resource Center- "Fishbowl" (Bldg. E)			
Northern Sun (E209)	Table 12	Student Affairs	938-4552
Valhalla (E202)	U-Shape Table 20	Student Affairs	938-4552
Midnight Sun (E208)	Table 10	Student Affairs	938-4552
E Building Entrance (Bldg. E)	Table (1-2) 4	Student Affairs	938-4552
Canopy (Quad)	BBQ, table 6	Student Affairs	938-4552
Display Cases	Posting	Student Affairs	938-4552

### MEETING ROOMS FOR CAMPUS DEPARTMENT USE

ACIT Training Room (N101)	15	ACIT- Kelly Garcia	938-4535
Veterans Stadium	12,000	Veteran's Stadium-Hurtie Chukwudire	938-4019
English Lounge (P110)	30	English Department-Yolanda Fernandez	938-4036
Auditorium		Theater, Dance, & Film-Steve Astin	938-4276
Dining Room, Saga Room, Staff Dining Room (LAC E Building))		Lynae Arnold, Bookstore	938-4106 LArnold@ lbcc.edu
Lecture Halls & Classrooms (B/C/D)	20-100	Administrative Services- Cheryl Glover	938-4388
Conference Room (D163)	10-16	Math & Science-Wendy Slater	938-4168
Conf. Room (M209)	10	Social Science-Chinyere Ogu	938-4477
Conf. Room (Z Bldg)	15	Facilities	938-4040
Conf. Room (D352)	10-17	Math & Science-Wendy Slater	938-4168
Conf. Room (C100)	12-18	Nursing & Health Services-Kathy Each	938-4403
Conf. Room HR (T1044)	14	Human Resources-Switchboard	938-4111
Conf. Room (T1046)	24	Near HR-Switchboard	938-4111
Conf. Room (T1021)	8	near Community Relations & Marketing- Switchboard	938-4111
Conf. Room (T2065)	10	near Administration-Switchboard	938-4111
Conf. Room (T2002)		near Fiscal Services-Switchboard	938-4111
Conf. Room (T2035)		Risk Services-Switchboard	938-4111
Conf. Room (T2302)		Physical Education-Jacque Olson	938-4370
Conf. Room (T2345)		Business & Social Science-Chineyere Ogu	938-4477
Multipurpose Room (T1200)		Facilities-Danny To	938-4018
Conf. Room (Z Bldg)		Facilities-Sara Neal	938-4724