Reserving LRC Classrooms (203) and Conference Room (210) in Lodgepole

Faculty and staff may reserve any space as noted below. Please observe the following policy and procedures for booking each space. Note: A facilities request does not need to be submitted. Questions/reservations, please contact the Library Administration Office at 559-730-3824 or luzd@cos.edu.

Priority Reservations & Room Availability in Lodgepole

	203: Computer Lab Classroom*	210: Conference Room
Space	40 desktop computers & seats 1 instructor computer - Printer/copy machine - White board	1 instructor computer - Projector + screen 12 seating capacity - White board
Priority	Librarians and faculty for Library Instruction Sessions.	N/A
Policy	Faculty needing library instruction sessions, please see **booking** below.	Contact the Library Administration Office at 559-730-3824 or luzd@cos.edu.
Library Instruction Session with a Librarian	Complete an online instruction request form preferably at least **two weeks** prior to the requested instruction date.	N/A
Instruction and/or Workshop Facilitated by Other Faculty/Staff, or Computer Lab Use *(no librarian needed)* *LIMIT: 3 consecutive sessions*	Contact the Library Administration Office at: - Mari Dedon (Administrative Assistant): 559-730-3824, luzd@cos.edu - Mai Soua Lee (Director of Library & Learning Resources): 559-730-3826, maisoual@cos.edu	N/A

*Regularly scheduled Library classes occur throughout the semester in LRC 203. **Semester long reservations are not allowed.**

If faculty, staff, or students would like to utilize the classroom beyond their scheduled time in any of the LRC classrooms/conference room, an appointment will be required. All who utilize the library classroom spaces are encouraged to wipe their space upon entering and exiting. Wipes are provided in each space.