

Reserving LRC Classroom (203 & 209) 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.

Priority Reservations & Room Availability in Lodgepole

	203: Classroom with Desktop Computer*	209: Classroom with Desktop Computers*	210: Conference Room
Space	<ul style="list-style-type: none"> • 40 desktop computers & seats • 1 instructor computer 	<ul style="list-style-type: none"> • 40 desktop computers & seats • 1 instructor computer 	<ul style="list-style-type: none"> • 1 instructor computer • Projector + screen • 12 seating capacity
Priority	Open Computer Lab (M-Th: 10:00am-2:00pm) Librarians and faculty for Library Instruction Sessions	Librarians and faculty for Library Instruction Sessions	N/A
Policy	Faculty needing library instruction sessions, please see booking below.		
Booking a Library Instruction Session with a Librarian	Complete an online instruction form or contact a librarian directly at 559-737-6179 or library@cos.edu at least two weeks prior to your requested date.		
Booking Instructions LIMIT: 3 consecutive sessions	Contact the Library Administration Office at 559-730-3824 or luzd@cos.edu for current availability.		

***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.