



## ADMINISTRATIVE UPDATE

**FROM:** Connie S. Webb  
Vice President for Administration

**DATE:** 8/12/08  
**VOL.** 2008 **NO.** 6

**TO:** The College Community

---

**SUBJECT:** Room Scheduling

---

This Update serves as a reminder that when reserving classrooms, as well as many conference rooms, you must contact the Registrar's Office to make your reservation.

Other campus meeting spaces are booked as follows:

- 102 Baker (occupancy: 59) and 158 Baker (occupancy: 24) - Outreach x6817
- 141 Baker (occupancy: 32), 145 Baker (occupancy: 83) and 146 Baker (occupancy: 130) - Registrar's Office x6655
- 408 Baker (occupancy: 50) - President's Office x6681
- First Floor Bray Rotunda (occupancy: 54) - Student Life x6660
- 217 Bray (occupancy: 20) - Registrar's Office x6655
- 229 Bray, Board Room (occupancy: 39) - President's Office x6681
- 5 Illick (occupancy: 157) - Registrar's Office x6655
- Alumni Lounge, Marshall Hall (occupancy: 220) - Student Life x6660
- Marshall Auditorium (occupancy 359 + 59 with balcony) - Registrar's Office x6655
- Moon Conference Rooms - 19 Moon (occupancy: 30) and 110 Moon (occupancy: 50) - Registrar's Office x6655

In addition, unit conference rooms are occasionally available for use. Page 53 of the current ESF phone directory lists the names of those to contact for *Reserving Unit Conference Rooms*. The list also includes room capacities.

Two classrooms at Heiberg Forest are also available for use by contacting Forest Properties at x6627.

- North Classroom (occupancy: 65)
- South Classroom (occupancy: 35)

When you are reserving a room for a special purpose, please remember that other arrangements may also be necessary, for example:

- College calendar listing - Communications x6644
- Parking arrangements and room unlocking - University Police x6667
- Room set ups - Physical Plant x6588