



Lane Education Service District Guidelines for Google Calendar Room Requests

Lane ESD uses Google Calendar for reserving and scheduling meeting rooms. To reserve/schedule a room, invite the room(s) as a guest to your meeting.

You must provide room set up information in the “**Description**” portion of your Google Calendar proposal.

*If set up information is not provided prior to the meeting,
you will be responsible for room set up the day of the meeting.
You cannot depend on the availability of Facilities staff for emergency set up.*

Please cut and paste into the “Description” portion of your meeting invitation: _____

<p>Set up time: Start Time: End Time: Readerboard: List name to appear on Reader board or “NONE” if meeting should not appear on reader board Number in attendance: Setup Configuration: Include Setup # (see below), information on front, display and food tables, and unique needs. Contact: Notes (Include if catering or beverage service):</p>
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- You may book a room up to one year in advance.
- If you learn you don't need a room, please cancel as early as possible.
- Facilities staff will review reservations daily and make suggestions for changes resulting from identical room configurations.
- Same day room set ups will not be accommodated. If you reserve a room today for today, you will need to set the room up yourself.
- Room set ups are done prior to the start of each work day for scheduled meetings. Meetings held in the same room on the same day may be required to use the same set up.
- Special accommodations must be approved by Facilities at least 72 hours in advance, according to local fire code.
- Forward meeting room requests from outside agencies to Christina Okesson or Julie Simmonds. If you schedule a room for an outside agency, you will be responsible for the set up and will be the primary contact for the reservation.
- Place a Meeting Room Contact Information Form in the sign holder located on the door of your meeting room. This form will let your participants know who to contact if they have a question or need. Please be sure to remove the form at the completion of your workshop.

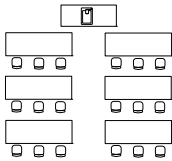


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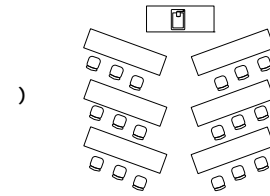
When entering a room set up in a Google Calendar proposal, please do the following:

- Indicate set up needed at the front of the room (i.e. one table and one chair)
- Be as specific as possible in set up requirement and number of people
- When scheduling room combinations, indicate whether the walls are to be open or closed.
- **Important:** Food and beverage space will decrease capacity.

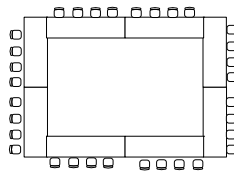
Set Up A – Classroom



Set Up B – Chevron

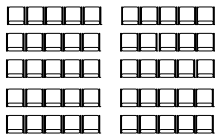


Set Up D – Rectangle



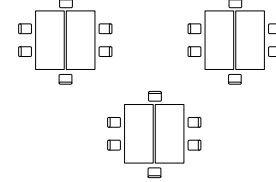
Set Up F – Theatre

(chairs only)



Set Up G – Work Groups

(available only w/out instructor table)



Room	Set up A	Set up B	Set up D	Set up F	Set Up G
2	24	24	30	42	18
3	24	24	30	42	18
4	24	24	30	42	18
5	24	24	30	42	18
6	24	24	30	42	18
9	30	30	30	n/a	30
13	n/a	n/a	14	n/a	n/a
2 & 3	60	60	48	84	48
3 & 4	60	60	48	84	48
2, 3, 4	84	72	60	112	72
5 & 6	54	54	48	84	48

**** Food and beverage set ups will decrease room capacity.**