



## Room Reservation Reference Chart

There is a 4 hour limit on room reservations. If a room is needed for longer, the group will need to come back after the 4 hour period to make another reservation.

The size of the group and the equipment that they need is what is used to determine what room to reserve for a group. Please be mindful that groups may request a specific room, but there may be another room that would work better for the size of their group and their needs.

Room Number	Capacity	Equipment Available	Reservation Status
127	30	Desktop/Monitor/Projector, Whiteboard	Library Instruction FIRST PRIORITY – Reserved @ staff discretion
206	20	Desktop/Monitor/Projector, Conference Phone Hook-Up (Ext. 2444)	No dry-erase markers allowed
206C	4	Whiteboard	No Restrictions
206D	6	Whiteboard	No Restrictions
211	16	Whiteboard, 1 Mobile MediaScape Unit	No Restrictions
220	10	Desktop/Monitor/Smartboard, Portable Whiteboard	No dry-erase markers allowed
225	30	Desktop/Monitor, Dry-Erase Board Wall, Speaker Phone (ext.2451)	Red and Pink Dry-Erase Markers Not allowed
300	12	Desktop/Monitor/Projector/Whiteboard	No Restrictions
305	10	Whiteboard, MediaScape Table	No Restrictions
306	10	Whiteboard	No Restrictions
318 East	14	Simon Green Atkins Scholars Society Lab(Honor's College Lab)	<b><u>DO NOT RESERVE</u></b>
318 West	32	Electronic Classroom, Smartboard	Library Instruction FIRST PRIORITY -
329	30	Whiteboard, Conference Phone (ext. 3046), Food Allowed	Do Not Reserve
330	4	Whiteboard	No Restrictions
331	4	Whiteboard	No Restrictions