



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.***

Template for completing Agenda box of a Google Calendar proposal
(Please cut and paste into the “Description” portion of your meeting invitation):

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| <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 may make suggestions for changes when there are identical room configurations.
- Facilities resources may not be available for setups requested same day as meeting.
- 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. 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.

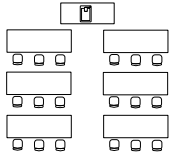
When entering a room set up in a Google Calendar proposal, please include the following:

- Indicate set up needed at the front of the room (i.e. one table and one chair for presenter)
- 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.

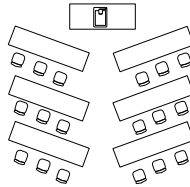


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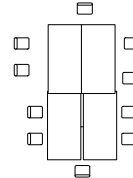
Set Up A – Classroom



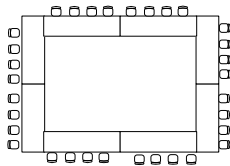
Set Up B – Chevron



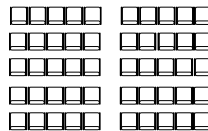
Set Up C – Audio/Web Conf



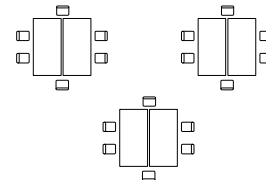
Set Up D – Rectangle



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 C | Set up D | Set up F | Set Up G |
|---------|----------|----------|----------|----------|----------|----------|
| 1 | 20 | 20 | 20 | 20 | n/a | 20 |
| 2 | 24 | 24 | 20 | 30 | 42 | 18 |
| 3 | 24 | 24 | 20 | 30 | 42 | 18 |
| 4 | 24 | 24 | 20 | 30 | 42 | 18 |
| 5 | 24 | 24 | 20 | 30 | 42 | 18 |
| 6 | 24 | 24 | 20 | 30 | 42 | 18 |
| 9 | 30 | 30 | 20 | 30 | n/a | 30 |
| 13 | n/a | n/a | 10 | 14 | n/a | n/a |
| 2 & 3 | 60 | 60 | n/a | 48 | 84 | 48 |
| 3 & 4 | 60 | 60 | n/a | 48 | 84 | 48 |
| 2, 3, 4 | 84 | 72 | n/a | 60 | 112 | 72 |
| 5 & 6 | 54 | 54 | n/a | 48 | 84 | 48 |

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