HOW TO MAKE CONFERENCE ROOM RESERVATIONS

To make reservations for:

<table>
<thead>
<tr>
<th>Outlook Calendar Room Name</th>
<th>Number of people the room accommodates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bird Street Board Room</td>
<td>85</td>
</tr>
<tr>
<td>Bird Street Conference Room 2</td>
<td>8</td>
</tr>
<tr>
<td>Lincoln Center Conference Room</td>
<td>44</td>
</tr>
<tr>
<td>Lincoln Center Meeting Room</td>
<td>25</td>
</tr>
<tr>
<td>deRoco Conference Room 1</td>
<td>40</td>
</tr>
</tbody>
</table>

- To open the above “shared” calendars go to “Open Calendar” “Open Shared Calendar” then type in the room name as listed above.

- Open the Outlook calendar for the room to be reserved, and check dates/times for availability.

- When room availability has been confirmed, send an email request to the Senior Administrative Assistant, Maintenance & Operations (M&O) at mconley@bcoe.org with a cc to jbuss@bcoe.org and provide the following information:
  1. Name of the room to be reserved
  2. Date and time for reservation
  3. Description or purpose for the reservation

*If using any rooms after hours, a key may need to be picked up from the M&O office at 1755 Bird Street, as custodians may not be available to lock the building.

Room Use Guidelines
- Keep meeting volume to a minimum & adhere to room capacity guidelines
  Noise level awareness is important, and appreciated due to conference rooms being in close proximity to employee work stations.
- Food/beverages in conference rooms
  Food and beverages are allowed in each conference room area. It is the responsibility of the group meeting to prepare the room prior to, and clean up after each meeting.
- Unplug all electrical appliances used.
- Turn off lights in the room.
- If keys were issued for the room, return the keys to the M&O department. If meeting ends after hours, use the drop box located at the front of the M&O Department to return the key.

If any issues arise when trying to lock the building, notify Maintenance & Operations immediately at 530-532-5601 during normal business hours OR 530-513-3061 after normal business hours.