

Room Scheduling

Only schedule events that meet before August 15, 2008 in SIS. Events that occur on or after August 16, 2008 will have to be scheduled in Banner (training will be spring 2008).

Contact:	To schedule these rooms:
Academic or other department secretaries/aides. (Rhonda Mattingly at Blount County, Marcia Dean at Division Street and Remonda Swafford at Magnolia. Please note that secretary III's/aides in various areas also have the same scheduling rights)	<p><u>Conference Rooms:</u> AL 220, AL257, DV116, ER124, GN208, GN213, MC244, MC248</p> <p><u>Special Hardin Valley Rooms:</u> Cafeteria GN151A Café Annex GN151B F/S Dining Room GN151 Goins Auditorium GN136 Rotunda GN100 Rotunda Walls GN100W</p>
Nancy Rasnake	Computer labs for occasional use
Pat Ferguson	Classrooms (LEC) and non-computer labs (LAB) for occasional use (as requested in-house)
LouAnn Vahcic	Seminar rooms AL104 and AL206 Performing Arts Center (PAC) AL160 Selected classrooms as requested from outside PSTCC
Gwen Miller	Student Lounge, GN101
Karen Webb-Nance	Interactive TV room, GN251

Contact Pat Ferguson to cancel/delete an event. All requests for space at any location made by groups not affiliated with PSTCC should be referred to LouAnn Vahcic.