

July 26, 2007

Attached is the updated list of collegewide conference rooms that has proven to be of great assistance. Since creating it in Nov. 2001, I have been updating at least once or twice a year and send to SAA's and other staff.

As the new buildings are completed around the college, those conference/meeting rooms are also added to this list. As you may know, the Cafritz Art Center is completed and will open for 2007 fall classes. However, that information becomes available, I will send an updated list. The Goldenrod Building in Germantown is planned to open by mid-spring of 2008 and those conference/meeting rooms will also be added to this list when they become available.

Please let me know if there are any changes and/or corrections or questions.

Thank you kindly,

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Please note new phone & fax numbers above.

College-wide Conference and Meeting Rooms

LOCATION	CAPACITY	CONTACT	PHONE	COMMENTS
MANNAKEE BUILDING				
Board of Trustees, Rm 115	18-60	Lily Lee	75272	A/V equipment available upon request; Internet ready; Catering ok in conjunction with meetings
Mannakee, Room 318	12-15	Rita Dodson	78086	
OIRA Conference Room 325	8-10	Margaret Marchese	77316	
Exec. VP's Suite - Rm. 335	10	Helen Chapson	75280	12 chairs gives tight fit; 14 with 2 chairs against wall
Procurement Room 110	6-8	(Veronica) Michelle White	75292	Procurement's equipment room; staff may need access during meetings, unless confidentiality requested.
H.R. Conf. Rm, MKE 105	10	Human Resources	75353	
ROCKVILLE CAMPUS				
009 Humanities	20	Genell Reynolds	75013	
Provost Conference Room, MT 103	18	Genell Reynolds	75013	
Macklin Tower-Commons Room 212A	20	Ruthann Wilbraham	77417	
Psychology Conference Room, MT 218	4-6	Linda Hankey	75238	
Dean Conference Room, MT 607	10-12	Cathy Galasso-Schwartz	75027	
CB Conference Room 218	15-20	Diane Hainer	75083	Counseling
Student Life Conference Room CC 015	15 - 30	Amanda Williams	77178	Conf. Rooms 1 & 2 individually seats 15 each; combined seats 30
SCIB Conference Room112	10-12	Gloria Walker	77320	
SDT Conference Room, TA 153	12-14	Helen Friedkin or Susan Hoffman	75250	Sometimes used as a classroom.
Technology Building 136	72	Jann Logan	75016	Smart Station & Internet Ready
Theatre Arts Arena	400	Jann Logan	75016	A/V equipment available upon request
Gudelsky Classrooms 222, 223, 224	70-80	Jann Logan	75016	Availability - getting all three at the same time is difficult; 224 has smart station.
IT Training Room w/computers, MT 206	25-30	Paula Liverpool-Davis	77915	
Jann Logan is also Facilities Use Scheduler for Rockville Campus				
OITB (Metro North)				
Conference Room 106	10	Viola Sellman	73000	Equipped w/phone,TV, VCR & catering ok
Conference Room 113	20-25	Viola Sellman	73000	Smart Station, Touch Screen VCR/TV - Internet Ready. Has MS Office Package. Catering OK
Conference Room 114	35	Viola Sellman	73000	Smart Station, VCR/TV - Internet Ready. Has MS Office Package. Catering OK
Computer Training Center Room 115	20	Viola Sellman	73000	I.T. Training Center, Smart Station, VCR/TV - Internet Ready. Has MS Office Package. No food allowed.
GERMANTOWN CAMPUS				
Provost Conference Room, SA 1st floor	14-16	Rosemary Gear	77711	
HT 216	40	Rita Shumaker	77883	
HS Conference 007	20-25	Rita Shumaker	77883	Not available during the month of August
IT Training Room w/computers, HS. 203	20-25	Paula Liverpool-Davis	77915	
Globe Hall	500	Rita Shumaker	77883	
Rita Shumaker is also Facilities Use Scheduler for GT Campus				
TAKOMA PARK/SILVER SPRING CAMPUS				
Provost Conference Room ST 301	22	Diane Kelley	71564	37 with chairs along the wall
SS Conference Room 325	12-14	Evelyn McKinney	71408	
HC Conference Room 119 -WD/CE	20	Debrah Crutchfield	75501	
HC Conference Room 420	20	Kimberly Davis	75557	Has Polycom conference phone
ST Conference Room 153	16-19	Sharon Lamy	71485	Counseling
St Conference Room 214	16-20	Mia Price	71482/71487	Student Life
ST Conference Room, 256	18	Diane Kelley	71564	
ST Conference Room 301	15-22	Diane Kelley	71564	Up 30 with seating along the wall
ST All Purpose Room 302	30 to 40	Diane Kelley	71564	Accommodates up to 40 in lecture style; with tables it's less
IT Training Rm w/computers, RC211	20-25	Paula Liverpool-Davis	77915	
Diane Kelley is also Facilities Use Scheduler for TP Campus				
TP/SS Cafritz Art Center will open for classes Fall of 2007.				
TP/SS Cultural Art Center is estimated to open for classes in January 2009.				
WD&CE GAITHERSBURG LOCATION				
Conference Room 451	8-10	Linda Griffin	72586	Linda Griffin, Lynette Elvis
Classrooms 401, 404	24	Claudia Salas	71863	
Classrooms 402, 403	22	Claudia Salas	71863	Combined capacity= 50. Has whiteboard. 402 has screen and Smart Station.
WESTFIELD SOUTH CENTER-WDCE				
Classrooms 210A, 210B, 210C	20-25	Deborah Crutchfield	78841	Combined capacity=40; smart station available upon request
Computer Lab 226	18-20	Deborah Crutchfield	78841	
Conference Room 306C	16	Deborah Crutchfield	78841	Smart station available upon request
Classrooms 306A, 306B, 306E	18	Deborah Crutchfield	78841	
Deborah Crutchfield is scheduling these rooms until further notice.				