

OTHER MEETING ROOMS ON CAMPUS

ROOM	CONTACT	MAXIMUM CAPA CITY	STUDENT USE	OTHER
ADMIN 127 (Administration Bldg.)	Outlook Calendar (with access) or through Division Offices	15, stretch to 20	No	Reservations required (Outlook)
ADMIN 131 (Administration Bldg.)	Outlook Calendar	40	No	Reservations required (Outlook)
Board Room (Administration Bldg.)	Outlook Calendar or through Division Offices	30 - Audience 11 - Around the circular table	Accompanied by faculty/staff	Reservations required (Outlook)
Classrooms	Academic Division Offices	35 - 100	Yes	Reservations Required
Conference Rooms (2 nd Floor Bookstore & Academic Divisions)	Alondra, Stadium, and Decathlon Rooms – Outlook Division Offices	See Legend	Open to students	Reservations required
East Dining Room	June, Debbie or Teresa (Facilities)	See Legend or Guideline (300 max)	Minimum capacity 100 – 150+	Reservations required through June x3485 or designee
Fine Arts Performing Facilities	Nancy Adler x3592 or designee	Marsee – 2000 Campus Theatre – 350 Haag Recital Hall (Music 7) – 150	Open to students	Reservations required
Physical Education Facilities	Julie Meredith x3545	Varies	Open to students	Reservations required
Library/Learning Resources	See Handout	See Handout	See Handout	See Handout

LIBRARY / LEARNING RESOURCES ROOM USE

ROOM /	Contact	REQUIREMENTS (advance, etc.)	Available Equipment	Maximum Capacity	STUDENT USE	OTHER
Lib 102 Classroom	Reference Librarians x6483	Preferred 72 hrs ahead	Projector Computer Screen Internet	35	Only with instructor present	Reserved mainly for class orientations
Lib 105 Lib Conference Room	Unit Office x3525	Reservations required	Easel *Portable Projection	8	No	
Lib 142 Madden Nursing Collection	Public Access x3876	Reservations required; priority to nursing faculty	Smart board Computer Document camera	30	Open to students; Equipment available to staff / faculty only	5 tables can seat 6 each
Lib 154 Group Use	Public Access x3876	Staff / Faculty only	*Portable projection Whiteboard	8	No; has external exit	Excellent for small meetings
Library 162	Unit Office x3525	Advance	Teleconferencing Videoconferencing	15	Faculty/Staff	
Library 166 DE Center	Unit Office x3525	Advance	Multiple technologies	60	Accompanied by faculty/staff	
Library 10 West Basement Demo Room	Reference Librarians X6483	Advance reservations required. Priority for library orientations	Screen 25 Computers Projector	25	Only when accompanied by staff or faculty	
LMTC / Computer Commons East Wing / Lower level	LMTC x3512	Advance reservations	Large screen televisions	25-50	Available for orientation sessions during early part of semester. No groups during last weeks of each semester	

Lib 202 Meeting Room	Unit Office x3525	Advance Reservations	Projector Screen	30-60	Used mainly for staff/faculty	If food is required.. reserve the Lib staff room/patio also
Teaching Learning Center (TLC) West Basement	Professional Development x3868		Computer Projector & Screen Apple TV	Up to 40 tables/chairs	No	

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* Bring your own laptop to connect to the ECC network, etc.

**WiFi is available throughout the Learning Resources building.

Food is discouraged in all of the facilities housed in the Learning Resources building. Special circumstances must be cleared with the LRU office.



EL CAMINO COLLEGE DIVISION/DEPARTMENT
CALENDAR DATE REQUEST FORM
 FOR THE ACTIVITIES CENTER AND LIBRARY LAWN

Please do not write in this box

- STEP 1:** Requestor contacts Student Development Office x3500 for availability of facility, lawn area and south patio.
STEP 2: Requestor completes this Calendar Date Request Form and obtains their Director or Dean's signature.
STEP 3: Requestor sends the completed form to Student Development Office for processing. A copy will be returned to the requestor.
STEP 4: Requestor submits a work order for room arrangements using the Facilities Work Order system on the portal.

Please print neatly.

Division/Department Name: _____
 Name of Representative: _____ Extension: _____
 Email address: _____
 Requestor's Dean/Director signature: _____

LOCATION REQUESTED:

- | | |
|-------------------|----------------------|
| _____ EAST LOUNGE | _____ LIBRARY LAWN |
| _____ SOUTH PATIO | _____ CONCRETE STAGE |
| _____ WEST LOUNGE | _____ SOUTH LOUNGE |

EXPECTED ATTENDANCE: _____ WILL PUBLIC BE ATTENDING? ___ NO ___ YES
 EVENT START TIME: _____ EARLY ACCESS TIME: _____
 WILL AMPLIFIED SOUND BE USED? ___ NO ___ YES WILL FOOD BE SERVED? ___ NO ___ YES**
 Amplified sound allowed outdoors on Tuesdays & Thursdays 1-2 pm only. **Requires completion of Food Concession Approval form.
YOU MUST CONTACT MEDIA SERVICES (x6712) TO HAVE A SOUND SYSTEM SET UP.

Please indicate the following:

DATE OF EVENT (exact date of use)	TIME (Exact hours of use)	TYPE OF EVENT (One event per requisition)

- NOTE:**
1. It is the requestor's responsibility to submit Facilities Work Orders for all event set ups and/or room arrangements.
 2. It is the requestor's responsibility to contact Campus Police to have the facility unlocked and relocked for weekend or late night events.
 3. It is the requestor's responsibility to take down all decorations and put trash in proper receptacles at the conclusion of the event.
 4. It is the requestor's responsibility to request Media Services set up all Audio/Visual equipment.
 5. It is the requestor's responsibility to request and pay for overtime for custodial personnel to clean up after any event ending after the building closing time, if deemed necessary by the Director of Student Development. An account number will be requested by the Student Development Office & provided to FPS for OT billing.
 6. It is the requestor's responsibility to request and pay for overtime for Campus Police personnel to provide security for an event, if deemed necessary by the Director of Student Development. An account number will be requested by the Student Development Office and provided to Campus Police for OT billing.

FOR STUDENT DEVELOPMENT OFFICE USE ONLY:

APPROVED NOT APPROVED

 Director of Student Development Date

Account # for OT Custodial Services? YES NO Account # _____

Account # for OT Campus Police? YES NO Account # _____



EL CAMINO COLLEGE

FOOD CONCESSION APPROVAL

Form for Divisions & Departments

Please do not write in this box

Please print neatly.

Division/Department Name: _____

Name of Representative: _____ Extension: _____

Email address: _____

Dean/Director signature: _____

All events scheduled in the Cafeteria conference rooms must be catered by Campus Food Services (NO EXCEPTIONS). Campus Food Services has contractual first right of refusal on all campus catering events.

ECC has an **EXCLUSIVE** sales contract with **COCA COLA BOTTLING COMPANY**; therefore, only Coca Cola products may be used in the selling or giving away of any soft drink or bottled water with any other food product at any of your events.

TYPE OF EVENT: _____ Bake Sale - Pre-packaged food only
(CHECK ONE) _____ Hot Food Sale
_____ Banquet/Luncheon/Reception
Indicated the number of people expected: _____
_____ Other (describe) _____

LOCATION OF EVENT: _____

DATE OF EVENT: _____ **TIME:** _____

FOOD WILL BE: _____ Purchased/catered by Campus Food Services
(CHECK ONE) _____ Purchased from a market/bakery (packaged foods only)
_____ Purchased/catered by an off-campus restaurant/caterer
(Must show proof of liability insurance & food handler certificate required)
Indicate name of caterer: _____
_____ BBQ/Cooked on campus by division/department members**
_____ Other** (describe) _____

****These food events require the event sponsor meet with Campus Food Services to discuss Safe Food Preparation & Handling. Organizations sponsoring food events not catered by Campus Foodservices, Inc. are solely responsible for the food safety and handling of the food served. Campus Foodservices shall be held harmless should any food related illness occur.**

QUANTITY	FOOD TYPE	SOURCE OF ITEM

If these items were bought on consignment, what are the terms? _____

APPROVED NOT APPROVED

Representative, Campus Food Services

Date

Campus Food Services contact information: 310-660-3391 or 3390 ask for Charles Siri or Orasa Chantravutikorn
Email: csiri@elcamino.edu

Distribution: White - Division/Department Yellow - Campus Food Services

Center for the Arts use of Performing Venue

Marsee Auditorium (capacity 2,000) Campus Theatre (350) Haag Recital Hall (170)

For Faculty and Staff ONLY - Please follow procedure below

If this is a club event - please request the Venue Request Form for Clubs Only!

NOTE:

Requests must be made at least 4 weeks prior to the event
and are considered on a first-come-first-served basis.

PROCEDURE:

- 1.** Contact Nancy Adler, Production Manager at x3592 to see if the venue is available & request a temporary hold.
Please be prepared to discuss your event's on-stage technical needs.
The Production Manager will send you the two page "CFA Venue Request Form" and give you a verbal cost estimate for the required labor
- 2.** Fill out the Venue Request form completely.
Enter the Labor Account Code (with the help of your Dean or Director)
Have the completed request form signed by your Division Dean or Department Director on Page 2.

PLEASE ATTACH A BRIEF DESCRIPTION OF THE EVENT AND ITS PURPOSE!

Send the completed and signed form to Nancy Adler c/o Marsee Auditorium.

Once the use of the CFA venue has been approved by the CFA Executive Director & the Dean of Fine Arts, a signed copy of this form will be emailed to you.

RESERVING THE EAST DINING ROOM
FOR USE BY EL CAMINO COLLEGE STAFF, FACULTY AND STUDENTS

Starting June 1, 2011, the East Dining Room has been designated as the college's special banquet venue for a large event or group only. To reserve the East Dining Room, user must contact June Curtis via email at jcurtis@elcamino.edu, or in her absence either Debbie Turano at dturano@elcamino.edu or Teresa Coulter at tcoulter@elcamino.edu. It is reserved on a first-come, first-served basis.

TO RESERVE: Tentative reservations may be placed by email only but will not be confirmed until the user meets the following **criteria:**

- User must submit email reservation to June Curtis at jcurtis@elcamino.edu or designee as necessary at least one week or five (5) business days prior to the date the facility is requested.
- User must have a minimum of 125 people to use the facility.
- User is limited to a maximum capacity of 250-300 people.

June Curtis or designee will do the following:

- Reserve facility on the Outlook calendar.
- Confirm reservation with user via email.
- Send this guideline and room legend to user via email.

USER GUIDELINE CHECKLIST:

- ❑ User must submit a **work order** via **FPS Work Order System (Portal)** for room arrangement. See **Room Arrangement Legend** for reference.
- ❑ User must submit a **work order** via **ECC's main page, (click on the Library/Learning Resources link, Media Services, Event Equipment Request)**, for media device or set-up with Media Services.
- ❑ User must coordinate food service needs with the Cafeteria Director by calling **Orasa Chantravutikorn at x3391 or designee.**
- ❑ User must coordinate the unlocking and locking of the facility by calling **Facilities at x3692.**
- ❑ User must remove posters, flyers, signs, or advertisements after the event.
- ❑ **TO CANCEL:** User must cancel Outlook calendar reservation and/or work orders to Divisions that are affected by the cancellation request.

**CONFERENCE CENTER ROOM ARRANGEMENT LEGEND
BOOKSTORE BUILDING (2ND FLOOR)**

ALONDRA ROOM		DECATHLON ROOM		EAST DINING ROOM		STADIUM ROOM	
Style	Capacity	Style	Capacity	Style	Capacity	Style	Capacity
U Shape	39	U Shape	24	U Shape	N/A	U Shape	26
Theatre*	90	Theatre*	40	Theatre*	300	Theatre*	65
Square	48	Square	28	Square	N/A	Square	34
Classroom	90	Classroom	20	Classroom	200	Classroom	30
Dining	60	Dining	30	Dining	250	Dining	50

Notes:

Theatre Style* – without tables, chairs only.

N/A – Not Available.

Round Tables Availability – Up to ten (10) round tables (8 chairs per table) available for set up in the larger rooms only namely: Alondra Room and East Dining Room.

May 22, 2013.

To access the Media Services form, go to ECC's home page and click on the Library/Learning Resources link.

EL CAMINO COLLEGE

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ADMISSIONS FUTURE STUDENTS CURRENT STUDENTS FINANCIAL AID & SCHOLARSHIPS COMMUNITY & VISITORS TO APPLY - START HERE

The new MBA Building

CLASS SCHEDULE CALENDAR ADMINISTRATION BUDGET UPDATES CONSTRUCTION INFORMATION

WELCOME TO EL CAMINO COLLEGE

- Accreditation
- Distance Education
- Employment Opportunities
- Faculty and Staff
- Foundation
- Future Student Form
- **Library/Learning Resources**
- Measure E

QUESTIONS? ASK EL CAMINO

NEWS & INFORMATION >

Summer 2013 Registration

Registration appointment info for continuing students is now available; new & continuing students will be available beginning May 30. Check MyECC.

Registration Dates

Continuing student registration is now available; new and returning student

ECC HIGHLIGHTS

Student Show 2013 Commencement Annual Fashion Show MBA Building Grand Opening

On the Learning Resources page, click on Media Services.

EL CAMINO COLLEGE

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ADMISSIONS FUTURE STUDENTS CURRENT STUDENTS FINANCIAL AID & SCHOLARSHIPS COMMUNITY & VISITORS TO APPLY - START HERE

LEARNING RESOURCES UNIT

Library (Schauerman)
Millennium Online Catalog
Music Library
Learning Resources Center
Computer Lab
Distance Education
Media Services
Tutoring
Staff Directory
Copyright Information
Student Learning Outcome (SLO)

Home Page » Library»

WELCOME TO THE LEARNING RESOURCES UNIT

The Learning Resources Unit provides academic resources and services to all students, faculty, and other members of the El Camino College community. Click on the links below, visit any or all of our locations on campus, or call to discover how we can help you be as successful as possible in your academic endeavors.

[Library \(Schauerman\)](#)
[Learning Resources Center](#)
[Music Library](#)
[Distance Education](#)
[Media Services \(services for faculty & staff\)](#)
[Compton Education Center Library](#)

Contact Information

On the Media Services page, click on the proper button to select the desired form.

The screenshot shows the El Camino College website's Media Services page. At the top, there is a navigation bar with the college logo and name, a search bar, and social media links for Messenger, Me, Facebook, and YouTube. Below this is a menu with categories: ADMISSIONS, FUTURE STUDENTS, CURRENT STUDENTS, FINANCIAL AID & SCHOLARSHIPS, COMMUNITY & VISITORS, and TO APPLY - START HERE. A banner image shows students in a library setting. On the left, a sidebar lists various services under the 'LEARNING RESOURCES UNIT', including Library (Schauerman), Millennium Online Catalog, Music Library, Learning Resources Center, Computer Lab, Distance Education, Media Services, Tutoring, Staff Directory, Copyright Information, and Student Learning Outcome (SLO). The main content area features a breadcrumb trail: Home Page » Library » Media ». The section is titled 'MEDIA SERVICES' and includes the instruction: 'Please select from buttons below to fill out service request forms'. Two buttons are visible: 'Event Equipment Request' and 'Audio Visual Tech Support'. Below these buttons, there is a paragraph describing the Media Services Department's location and role, and another paragraph detailing the services provided by Media Technicians and specialists.

Home Page » Library » Media »

MEDIA SERVICES

Please select from buttons below to fill out service request forms

Event / Equipment Services Request Form Repairs / Smart Classroom Technical Support Form

Event Equipment Request **Audio Visual Tech Support**

The Media Services Department is located in the Library Media Technology Center and is a key support service to instructional programs and institutional activities at El Camino College. The department provides an interlocking set of functions designed to enable ECC faculty and staff to effectively use current technologies.

Media Technicians and specialist perform a variety of activities that support educational technology on campus. They obtain and circulate media materials, maintain all media presentation, production and satellite downlink equipment at ECC. A wide range of production services ranging from graphic, layout, slide photography and presentation development to on site video production and post production video editing are provided. Staff is also available for consultation on special needs, classroom facility and media planning and educational media applications.

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