Conference Room Scheduling

To schedule conference rooms listed below contact: Gynetta Patterson (375-3604).

Name/Location/Phone Number	Capacity	Equipment	Location/ Phone Number of Equipment Cabinet Custodian
Auditorium Proper/None	299	OP, SP, MP	ROB 1417/375-3604
Lobby/375-2185	35-50		
Mezzanine/375-2184	12		
Blue Room/RTL 78/375-6828	18	OP, SP	RTL 21/375-6808
Columbus Room/ROB 1603/375-2505	12	OP, SP	ROB 1181/375-2864
Frankfurt Room/ROB 1210/None	12	OP, SP	ROB 1211/375-2154
Geneva Room/PSL 1142/375-2420	15	OP, SP	PSL 1146/375-3632
Hanford Room (stage & lectern)/RTL 54/375-6827	66	OP, SP	ROB 1417/375-3604
LSL-II/Room 1111/375-3602	6	OP, SP, MP	LSL-II 1302/375-2064
LSL-II/Room 1220/375-3603	14	OP, SP	LSL-II 1302/375-2064
London Room/PSL 1223/375-2565	20	OP, SP, MP	PSL 1213/375-2468
Northwest Room/ROB 1122/375-2257 (available 8:00-10:30 a.m. and 2:30-5:00 p.m.)	30-35	OP, SP VTU, VM	ROB 1417/375-3604
OSB/Room 260/375-2604	10	OP, SP, MP	OSB Lobby/375-3650
Seattle Room/Math 1326/375-2669	15	OP, SP	Math 1232/375-2627

To reserve the following conference rooms in the 3000 Area, call the conference room custodian.

Name/Location/Phone Number	Capacity	Equipment	Location/Phone Number of Conference Room Custodian
2400 Stevens/1st Floor/375-3894	24	OP, SP	2400 Stevens 1104/375-3861
2400 Stevens/2nd Floor/375-3895	12	OP	2400 Stevens 1104/375-3861
Executive Conference Room/RTL 19/375-6807	12	OP, SP, VTU, VM	RTL 5/375-6800
Moon Room/Sigma 4, 101/None	12	OP, SP, VTU	Sigma 4 Lobby/376-4554
Nez Perce/Sigma 5, 1120/None	20	OP, SP	Sigma 5 Lobby/376-8615
Sun Room/Sigma 3, 102/None	12	OP, SP	Sigma 3 Lobby/376-4604

Equipment Code: OP - Overhead Projector; SP - 35mm Slide Projector; MP - 16mm Movie Projector; VTU - Video Tape Unit; VM - Videomonitor

Projection equipment located in conference rooms and auditorium lobby is normally set up and operated by the staff member. Keys to equipment cabinets can be picked up from the custodian listed above. If equipment is needed for use outside of the conference rooms, call Photography (375-2745).

If a projectionist is needed or assistance required, call 375-3604 or ROB Photography (375-2745). For emergency projection bulb replacement or equipment repair in the RRC conference rooms, call Photography (375-2745). For equipment repair in 3000 Area conference rooms, call the building manager responsible for the building in which the conference room is located.

Editor's Note: There will not be a Monday Memo issued on Sept. 3, 1984.

Issued by the Institutional Relations Department. Items must be submitted (in writing) for the next issue by 10 a.m., Thurs., Aug. 30, 1984. Contact: Donna Rideout, ROB/1244 (375-3776).