Guidelines for Reserving the Center for Excellence (LB 210)

To ensure a successful event to take place in the Center for Excellence (CFE), please review the following guidelines prior to approval for CFE use requests.

1. To reserve the CFE contact Magian Smith (phone: 895-2854).
2. For planning purposes, the capacity for the CFE is 112 persons. This capacity is based on the fire code.
3. Events held in the CFE should faculty and staff focused. A great option for student-focused events is the Campus Center Student Lounge.
4. The District designated space for regularly scheduled and reoccurring meeting is SSG102. The primary purpose of the CFE is to support faculty and staff programs and events – primarily professional development. Scheduling reoccurring meetings in the CFE significantly limits the ability to schedule events related to its primary purpose since reoccurring meetings are normally scheduled before professional development activities.
5. Once approved for use, it is the Event Planner/Originator’s responsibility to submit a Facilities Use Request (FUR) directly to Facilities Planning and Management (FPM). All set up and clean up directions must be included on the FUR. Please include a floor plan sketch to direct the facilities staff to set up to match your intentions.
6. To facilitate effective communication, the Event Planner/Originator is to be noted as the Event Contact on the FUR.
7. It is the exclusive responsibility of the Event Planner/Originator to make arrangements for room set-up as well as the return to standard set-up.
   a. This can be done through the FUR instructions to FPM
   b. If the Event Planner/Originator chooses to sign liability waivers, set up and return of tables and chairs may be done by the event staff
8. For any approved use of the CFE that includes the use of catering services and/or food being brought in, the set up and disposition of remains for all food must be addressed on the FUR and be arranged directly with catering by the Event Planner/Originator.
   a. It is mandatory that food clean-up be arranged for by the end of the event.
   b. It is very helpful to the catering staff if a specific clean up time is scheduled for food pick up following your event.
9. Because the CFE is located adjacent to the Library, please be a considerate of Library users by minimizing noise during your event.
10. The Center for Excellence houses support staff for Professional Development and the Academic Senate. CFE set up and restoration is not included in their position responsibilities. Please be considerate of their time and duties.
11. To ensure the security of the Library and to minimize district ongoing costs, the Center for Excellence is open during the same hours as the Library. Since the Library is closed at noon on Friday, this means all events scheduled for Friday mornings must be completed, and cleaned up after, by noon.