



## ROOM SCHEDULING PROCEDURES

*This document outlines room scheduling procedures for Mission College, focusing on instructional scheduling, but providing details about rentals, non-instructional departmental and sponsored events. The college uses the scheduling software program, Ad Astra, to manage room scheduling.*

### INSTRUCTIONAL REQUESTS

The Office of Instruction schedules classroom and lab spaces, room changes, and smaller events based on the following priorities:

1. Special identified program or documented medical needs for faculty
2. Technology needs, e.g., specialized software and or hardware, or special equipment
3. Educational needs, class size, section cap, historical and projected trend in enrollment

The Office of Instruction assigns classroom, lab spaces, final exams, as well as orientation meetings and testing dates for on-line classes. If there are any issues on classroom assignments, please contact John Spencer and submit a Room Change Request Form.

### NON-INSTRUCTIONAL REQUESTS

Non-instructional use requests are use of classrooms for department meetings, committee meetings, special events, other non-academic scheduling

Requests should be communicated via e-mail to [Genina Gonzales](#) or worked out within your division. If Genina is unavailable, you can contact [John Spencer](#).

If the event *requires additional services* (e.g., custodial, equipment, technology assistance, parking assistance, etc.), a Facility Request Form is required.

- For non-instructional related events scheduling, send form to [Genina Gonzales](#).
- For student services area related events scheduling, send form to [Zita Melton](#).
- For athletic fundraising events scheduling, send form to [Natalie Hansen](#).

### **FACILITY REQUEST FORM**

All college employees must use the Facility Request Form to request to schedule classrooms for any non-instructional events requiring other services and sponsored events.

### RENTALS AND SPONSORED EVENTS

For events outside of standard departmental or program meetings, the college considers these either Rentals or Sponsored Events.

- **Rentals**
  - Rentals are handled by the Office of Administrative Services.
  - For more information, visit the [Facilities Rentals webpage](#).

- **Sponsored Events**

- Procedures are posted on the [Mission College Administrative Services website](#) under the Policies and Procedures section.
- Sponsored events are events where an internal area/department is hosting an external group on campus.
- Sponsored events are handled by the department sponsoring the event with a few exceptions. The department must complete all required forms and is responsible for organizing the sponsored event.
- The department may wish to have rental fees waived or reduced depending on the outside entities budget and approval.
- [Facility Request Form](#) should be submitted well in advance and requires administrator approval and Office of Administrative Services review.
- A Facilities Use Agreement must be signed, and Certificate of Insurance must be submitted.

### CONTACT INFORMATION

Request Type	Contact	Phone Number
Instructional - Classroom Assignments	<a href="#">John Spencer</a>	408-855-5243
Instructional - Non-Instructional Dept-related Events	<a href="#">Genina Gonzales</a>	408-855-5180
Student Services Area Events	<a href="#">Zita Melton</a>	408-855-5197
Facilities Rentals & Sponsored Events	<a href="#">Brian Shively</a>	408-855-5289
Athletic Fundraising Events	<a href="#">Natalie Hansen</a>	408-855-5126

### CONFERENCE ROOM BOOKINGS

- Conference rooms are scheduled through Microsoft Outlook Calendar. These rooms can be *scheduled by any employee* by inviting the room to the meeting. Detailed instructions are on the [Mission College Administrative Services webpage](#) under Policies and Procedures section.

Building	Room	Room Manager	Phone Number
<b>Student Engagement Center</b>	MC Conf Room SEC 135	<a href="#">My Loi</a>	408-855-5196
<b>Student Engagement Center</b>	MC Conf Room SEC 239	<a href="#">Kristal Dela Cruz</a>	408-855-5230
<b>Student Engagement Center</b>	MC Conf Room SEC 339	<a href="#">Genina Gonzales</a>	408-855-5180
<b>Student Engagement Center</b>	MC Conf Room SEC 354	<a href="#">Milani Zepeda</a>	408-855-5123
<b>Student Engagement Center</b>	MC PD Room SEC 107	<a href="#">Ray Gerardo</a>	408-855-5099
<b>TAV (Telecommunications)</b>	MC Conf Hall TAV 130	<a href="#">Dat Nguyen</a>	408-855-5136
<b>TAV (Telecommunications)</b>	MC Conf TV Studio/ Zoom Room TAV 140	<a href="#">Dat Nguyen</a>	408-855-5136
<b>Campus Center</b>	MC Conf Room CC 217	<a href="#">Liz Pelayo</a>	408-855-5406
<b>Campus Center</b>	MC Conf Room CC 219/220	<a href="#">Liz Pelayo</a>	408-855-5406
<b>Gillmor Center</b>	MC Conf Room GC 215	Automatic Scheduling	
<b>Gillmor Center</b>	MC Conf Room GC 315	Automatic Scheduling	