

ERC Room Reservation Procedures

Room 3 (Seats 65), Room 4 (Seats 28), and Auditorium (Seats 170)

- Rooms 3 and 4 are on the **CCS Homepage**>click **Calendars**>**ERC Rooms 3 and 4 Calendars**>click the desired **Room**>**Month**>**Date**.
- **Auditorium can only be checked for availability by Donna Mims via e-mail at dmims@ccs.k12.nc.us.**
- Once you find the date you would like to reserve, email the following information to **Linda Posey** at lindap@ccs.k12.nc.us:
 - **Room #**
 - **Date**
 - **Start time/end time** (allow for setup and breakdown time)
 - **Workshop name**
 - **Number of participants**
 - **Facilitator(s)**
 - **Point-of-Contact (POC)**
 - **Room arrangement**
 - **Ice** (provided if requested in advance)
 - Coffee is available in the ERC Break/Mailroom for your convenience.

Rooms 3 and 4 have a desktop computer hooked to a ceiling-mounted LCD projector, Internet connection, Elmo, CD player, DVD player, and chart stand. All rooms have been recently painted; therefore, please **do not** put tape on any of the walls; only **Plasti-tak** can be used. You will only need to furnish a thumb drive, CD, or DVD for your media presentation.

- **ERC is not responsible for:**
 - Paper (please, bring your own)
 - Printing copies
 - Computers: **Room 4** (Jackie Colvin) has 4 computers available for CCS employee use.
 - Paper products and serving items (cups, plates, bowls, cutlery, napkins, and utensils) used for snacks/meals
- **Room Cancellation Procedure:**

Please remember to cancel your room reservation(s) promptly, by e-mailing **Linda Posey** at lindap@ccs.k12.nc.us, as the rooms are at a premium.
- **Setup and Cleanup:**

The workshop host must be available for any deliveries prior to the workshop. The host is also responsible for all room clean-up, upon workshop completion.