

Conference Room Information

<u>Room #</u>	<u>Type of Room</u>	<u>Location</u>	<u>Room Size</u>	<u>Seating Capacity</u>	<u>Room Phone #</u>	<u>Contact Person</u>	<u>Contact Phone #</u>
102A *	Conference Center A	Lobby	33' X 52'	100	256-3528	Theresa Feldman	256-3309
102B *	Conference Center B	Lobby	33' X 52'	100	256-3528	Theresa Feldman	256-3309
111 *	Training Room 1	Lobby	20' X 21'	16	256-3531	Theresa Feldman	256-3309
112 *	Training Room 2	Lobby	21' X 28'6"	16	256-3532	Theresa Feldman	256-3309
113 *	Training Room 3	Lobby	21' X 30'	16	256-3533	Theresa Feldman	256-3309
114	Distance Learning/Computer Training Room	Lobby	21' X 30'	16	256-3278	Kim Haydon	256-3278
119	Conference Room - Technology Solutions	Atrium	12' X 19'	8	256-3521	Lea Martin	256-3508
120	Conference Room Technology Solutions	Atrium	12' x 19'	8 to 10	256-3529	Lea Martin	256-3508
126	Conference Room - Chancellor's Office	Open Office Area	10'8" X 18'6"	6 to 8	256-3523	Jonita Blanton	256-3218
127	Conference Room - SOD Office	Open Office Area	11'6" X 19'	8 to 10	256-3524	Jenny Brown	256-3304
129	Conference Room - Finance	Open Office Area	13' X 14'	8 to 10	256-3526	Janet Covington	256-3241
161	Conference Room - Catering Corridor	Hallway	13' X 19'	10	256-3530	Lea Martin	256-3508
109B	Conference Room - Atrium Landing	Atrium	14' X 18'	10	256-3501	Jonita Blanton	256-3218
109F	Conference Room - Technology Solutions	Open Office Area	11' X 19'	10	256-3506	Marty Ward	256-3376
109I	Conference Room - Payroll	Open Office Area	10' X 12'	4 to 6	256-3509	Kelly Tackett	256-3364
109J	Conference Room - Comptroller	Open Office Area	10 X 12'	4 to 6	256-3510	Kelly Tackett	256-3364
109K	Conference Room - Accounting	Open Office Area	10 X 12'	4 to 6	256-3511	Kelly Tackett	256-3364
109L	Conference Room - Purchasing	Open Office Area	10 X 12'	4 to 6	256-3512	Janet Covington	256-3241
109M	Conference Room - Budget	Open Office Area	10 X 12'	4 to 6	256-3513	Janet Covington	256-3241
109O	Conference Room - Facilities Management	Open Office Area	12' X 20'	10 to 14	256-3515	Kelly Cook	256-3234
116D	Conference Room - Institutional Advancement	Atrium	13'6" X 15'6"	6 to 8	256-3518	Terri DeAtley	256-3294
117B	Conference Room - Institutional Advancement	Atrium	13'6" X 15'6"	6 to 8	256-3519	Marty Ward	256-3376
160A	Conference Room - Conference Suite	North Hallway	12' x 12'	6	256-3504	Janet Covington	256-3241
160B	Conference Room - Conference Suite	North Hallway	12' x 12'	6	256-3514	Janet Covington	256-3241
160C	Conference Room - Conference Suite	North Hallway	18' x 13'	10	256-3516	Janet Covington	256-3241
160D	Conference Room - Conference Suite	North Hallway	18' x 13'	10	256-3520	Janet Covington	256-3241
160E	Conference Room - Conference Suite	North Hallway	24' x 13'	12	256-3527	Janet Covington	256-3241
160F	Conference Room - Conference Suite	North Hallway	14' x 13'	6	256-3522	Janet Covington	256-3241
162F	Conference Room - Fire Commission	Open Office Area	12' X 10'	6		Lisa Bradely	256-3324
Meeting Room	Conference Room (Former Smoking Room)	North Hallway	20' x 22'	24	256-3507	Janet Covington	256-3241
202	Cabinet Room	Mezzanine	15'6" X 26'9"	10		Cyndi Ackley	256-3201
205	Board Room	Mezzanine	26'6" X 37'	24		Cyndi Ackley	256-3201
213	PLT Conference Room	Mezzanine	16'10" X 43'	24	256-3155	Cyndi Ackley	256-3201

Conference Room Scheduling Restrictions

The Board Room, PLT Training Room, and Cabinet Room can only be scheduled with the authorization of Cyndi Ackely. All other conference rooms can be scheduled by the organizaional unit requesting their use.

* (In order to schedule theses conference rooms, you will need to complete the KCTCS Conference Center Room Reservation Request form.) http://www.kctcs.edu/businessservices/FORMS/conference_room_reservation.doc