Ohlone College Scheduling Procedures

Are you affiliated with Ohlone (i.e. staff, faculty, administrator, student) and want to reserve a college classroom or space?

YES! Follow the chart below!

NO! Contact Civic Center Rentals to make arrangements (rentals@ohlone.edu or 510-659-6224).

Are you an **instructor** wanting to reserve a room for a class?

Are you an **instructor** wanting to reserve a room for an event related to a class?

→ **Yes! Contact your Division Office to make arrangements.**

Are you an **instructor or employee** wanting to reserve a room for an educational or campus event?

→ **YES! Complete a Campus Event Form and then e-mail the completed Campus Event Form to Campus Activities at eventform@ohlone.edu. Campus Event Forms are available online at http://www.ohlone.edu/org/campusactivities/resources.html.**

Are you an **instructor** or **employee** wanting to reserve a room for College business, such as a staff meeting?

→ **YES! Contact Jackie Vetter in Curriculum and Scheduling to make arrangements (jvetter@ohlone.edu).**

Are you an **employee** wanting to reserve a room for a personally sponsored, non-college related event?

→ **YES! Contact Civic Center Rentals to make arrangements (rentals@ohlone.edu or 510-659-6224).**

Are you an **employee or instructor** wanting to use the Smith Center facilities?

→ **YES! Complete a Campus Event Form, have Chris Booras in the Smith Center approve it, and then e-mail the completed Campus Event Form to Campus Activities at eventform@ohlone.edu. Campus Event Forms are available online at http://www.ohlone.edu/org/campusactivities/resources.html.**

Are you an **employee, instructor, or student** wanting to use the **Palm Bosque, Quad, Cafeteria, Pond Lanai, Gym, etc?**

Are you an **employee**, **instructor**, or **student** needing to reserve a room or space for a social event related to staff or the College?

Are you a **student** wanting to request a room or space for a campus event?

Are you a **student or Club Advisor** wanting to reserve a room or space for an Ohlone student club?

→ **YES! Complete a Campus Event Form and then e-mail the completed Campus Event Form to Campus Activities at eventform@ohlone.edu. Campus Event Forms are available online at http://www.ohlone.edu/org/campusactivities/resources.html.**

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