



# FACILITY RESERVATION PROCEDURE

This Facilities/room reservation procedure applies to the following Athens campus facilities.

1. Auditorium
2. Cafeteria conference rooms
3. SUB ballroom
4. Gym
5. Residence halls
6. Common areas of the Administration and Baugh Tech buildings
7. Parking lots

The procedure is as follows:

## FOR FACULTY STAFF AND STUDENTS

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1. Call or email Chief Newby to reserve the space. He will keep a campus master calendar for these facilities and will communicate with the appropriate building managers to ensure the space is available. Room reservations should be requested no later than four business days prior to the event.
  - a. If you wish to reserve the Ballroom please contact Darla Mansfield at [dmansfield@tvcc.edu](mailto:dmansfield@tvcc.edu) or (903) 675-6225 prior to contacting Chief Newby to ensure its availability.
  - b. If you wish to reserve the Auditorium, please contact Craig Lee at [craig.lee@tvcc.edu](mailto:craig.lee@tvcc.edu) or (903) 675-6290 prior to contacting Chief Newby to ensure its availability.
2. Upon confirmation of space availability from Chief Newby, you must then:
  - a. Submit a School Dude work request for the necessary set up/room arrangement. Be as specific as possible, including the number of chairs, tables, and room arrangement requested.
  - b. Submit an IT Helpdesk email for any technology needs including sound, video projection, computer access, podium, etc.
  - c. If food services are needed, contact Erin Lopez at [lopez-erin@aramark.com](mailto:lopez-erin@aramark.com) or call her at (903) 670-6309. Catering services, menus, and prices can be seen at the TVCC Campus Dining Webpage.

**Note:** Submittal of these requests is the responsibility of the requesting party. Chief Newby will not submit the requests for room setup, IT, or food services.

## FOR EXTERNAL CUSTOMERS

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Contact Chief Newby to reserve the facilities. He will reserve the room AND submit the work tickets into the above systems for external customers. He can be contacted at [stewart.newby@tvcc.edu](mailto:stewart.newby@tvcc.edu) or (903) 675-6235.