

Campus Events Application

Definition: This application is required for the use of the conference center locations in bldg. 3, for any event on the Brighton or Applied Technology Center that might require either food, parking services, IT services, tables, chairs or any resource that would not be standard in the requested facility or location. The application for the Brighton or Applied Technology Center can be found by visiting the Campus Events website by following this link: <http://www.monroecc.edu/depts/campusevents/reservations/>

Ad Astra Scheduling Software

This scheduling system allows the user to view facilities for the Brighton, Damon and Applied Technology campuses. As a user, you will be able to:

- View academic and non-academic events
- View available classrooms, lecture halls and meeting rooms
- Submit requests for the use of facilities (classrooms, lecture halls and meeting rooms) for non-academic events

Easel

Definition: Resource used for displaying posters for events. Not used for long-term advertisement and must be sign-out from the Campus Events office. Should be indicated on the Campus Events application.

Whiteboard

Definition: Resource used with padded paper but can also use erasable markers on board when paper is not present. Restricted to the Campus Center for event usage. Signed out from the Campus Events office and should be indicated on the Campus Events application.

Sodexo

Definition: College contracted food vendor for the Brighton and Damon campuses. Supplies food service to all rental and non-rental events unless a food waiver is obtained.

Food Waiver

Definition: Food waiver would allow an event group to bring food items not supplied through Sodexo for his or her event. Approval and application for the food waiver would be coordinated through Sodexo. Please follow this link for more information:

<http://www.monroecc.edu/depts/association/waiver.htm>

R Thomas Flynn Campus Center

Definition: The R Thomas Flynn Campus Center, Building 3, is the facility that houses the following locations: Warshof Conference Center (Monroe AB, Empire), Forum, Brighton, the Marketplace, Campus

Center Atrium, Main Dining and Terrace. There are also six meeting rooms: 3-113, 115, 116, 117, 118 and 119. All locations can be reserved through the Campus Events office.

Conference room: These rooms can accommodate (depending on the room) from 56 to 314 attendees. All locations are equipped with smart technology (computer, data projector, screen and podium). You can request a variety of set-ups depending on your needs and the location space.

Meeting room: These rooms can accommodate (depending on the room) from 12 – 24 attendees. All are equipped with smart technology (computer, data projector, screen and podium) except for 3-113.

ALE: Advanced Learning Environment classrooms are smart equipped with a document camera, sound system, Extron room control, computer and multiple screens and data projectors allowing for collaboration and multiple.

Classroom: A standard classroom is equipped with a data, projector, document camera, sound system, Extron room control, computer and one screen.

Stanchion

Definition: Resource used to section off space with the use of a retractable belt.

Pipe and Drape

Definition: This resource consists of poles, extenders, bases and drape. Maximum height is 14ft and width 14ft. Can use used to section off space.

Polycom phone

Definition: Resource can be used as a regular phone or a conference device. Its use and set-up is coordinated through Communications and Network Services.

Lapel Microphone

Definition: Microphone that is attached to the individual to allow free movement within a facility.

Slide Advancer

Definition: Resource that allows an individual to control digital information on a computer without restricting their movement within a facility.