

# Training Room/Portable Quick Reference Guide



Building 2 Training Rooms:  
Citrus, Cypress, Magnolia,  
Mangrove, Oak & Palm  
Building 3 Training Room C  
Portables: 8A, 21, 22, 23 & 24

Office for Professional Development  
and School Supports  
Ext. 42260

## Room Reservation Procedures

All room reservations will go to Rhonda Henley ([rhenley@pasco.k12.fl.us](mailto:rhenley@pasco.k12.fl.us)) in the Office for Professional Development and School Supports (OPDSS) using the *Request a Training or Meeting Room Form*. The form can be found on the Professional Development website at <http://www.pasco.k12.fl.us/prodev>. Incomplete forms will not be accepted.

Before sending the request, please check the District Training Calendar, via the web address below, for availability and meeting dates.

<http://bit.ly/2td0Mjq>

### Setup of Rooms:

- Midday setup changes are highly discouraged and may not be honored.
- When reserving training rooms for a Saturday training or meeting, the setup for the following Monday will take priority.
- OPDSS is not responsible for room setups in portables #21-24. The training facilitator will setup the room as needed.
- If you need a setup that is not in the *Training Room/Portable Quick Reference Guide*, please use the Special Room Setup Template at the end of this guide and fax or email the information to Professional Development (x42138 - [rhenley@pasco.k12.fl.us](mailto:rhenley@pasco.k12.fl.us)) and Neil Canalungo (x42680 [ncanalun@pasco.k12.fl.us](mailto:ncanalun@pasco.k12.fl.us)) after submitting the *Request A Training or Meeting Room* form on the OPDSS website.

### Technology:

- All training rooms have video projection systems and speakers. Be sure to bring a dongle with you to connect to the system.

### Furniture:

- Do not remove furniture from any of the training facilities without notice to the District Office Plant Manager via phone or email.

- Rooms are equipped with chairs and either rectangle tables or round tables depending on the room.
- Maximum occupancy for each room/portable is determined according to room size and must be maintained to adhere with the fire code. See table below:

Room	Suggested Seating Limit w/ Tables	Maximum Seating Limit w/ Chairs Only
Citrus Room 2-1 Bldg. 2	36	46
Magnolia 2-2 Bldg. 2	48	48
Oak 2-3 Bldg. 2	144	144
Mangrove 2-4 Bldg. 2	72	72
Cypress 2-5 Bldg. 2	48	49
Palm 2-6 Bldg. 2	42	49
Training Room C Bldg. 3	72	126
Portable 8A	48	70
Portables 21, 22, 23, 24	30	N/A

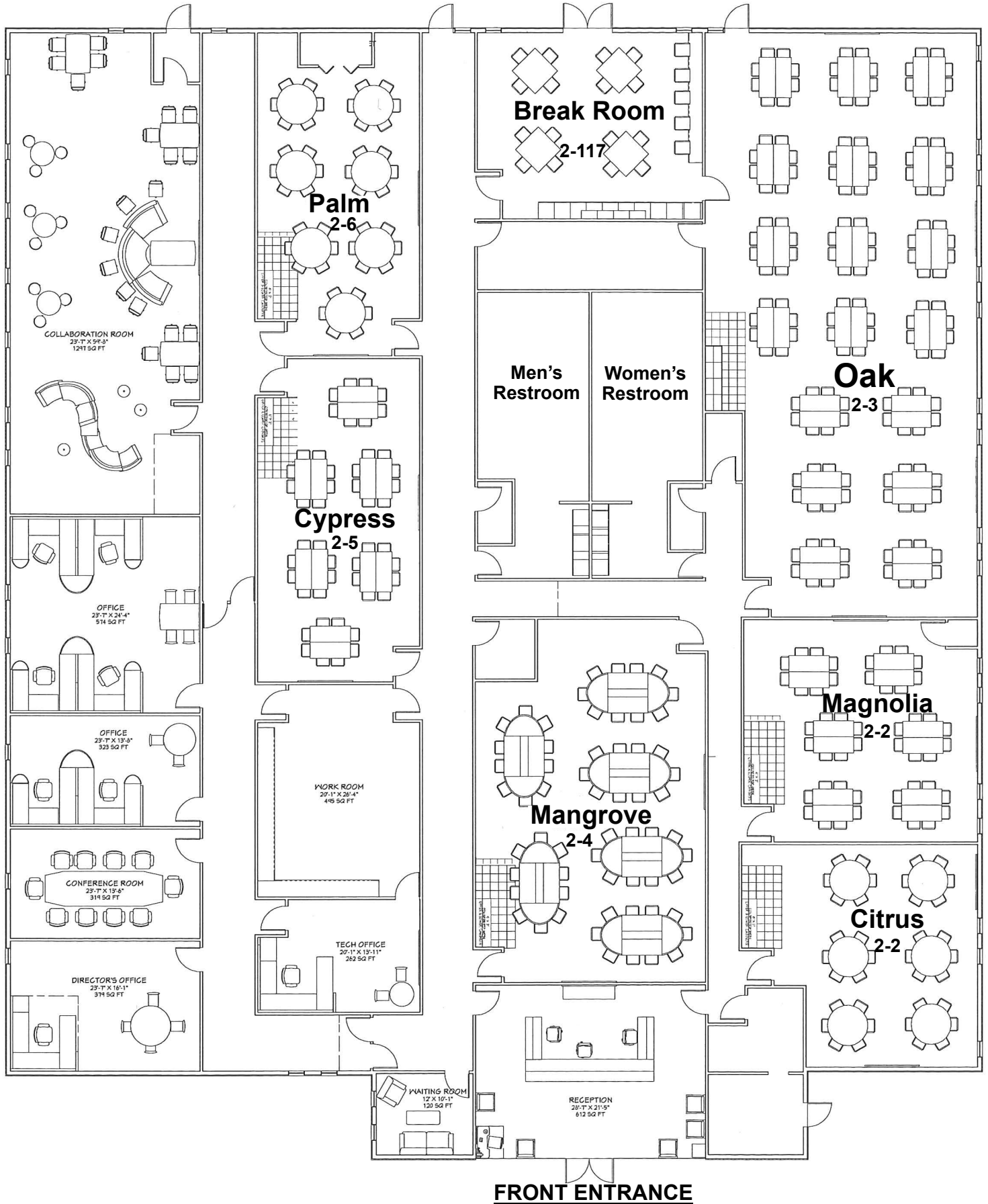
**Cancellations/Changes:**

- Notify Rhonda Henley via email ( [rhenley@paso.k12.fl.us](mailto:rhenley@paso.k12.fl.us) ) of all cancellations/changes as soon as possible.

**Reminders:**

- Avoid trainings on FSA testing dates, and the first and last three weeks of the school year. If requesting trainings on any of these days, superintendent staff approval is required.
- After all trainings/meetings, please be courteous and make sure the facility is left in a clean condition.
- Trainings/meetings will only be interrupted for emergency purposes.
- Be prepared with all necessary copies/equipment prior to beginning a training/meeting.

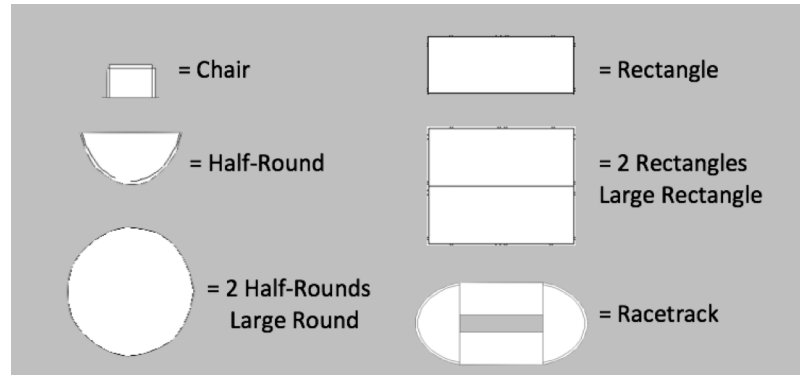
# Professional Learning Center Building 2



# Training Room Layouts

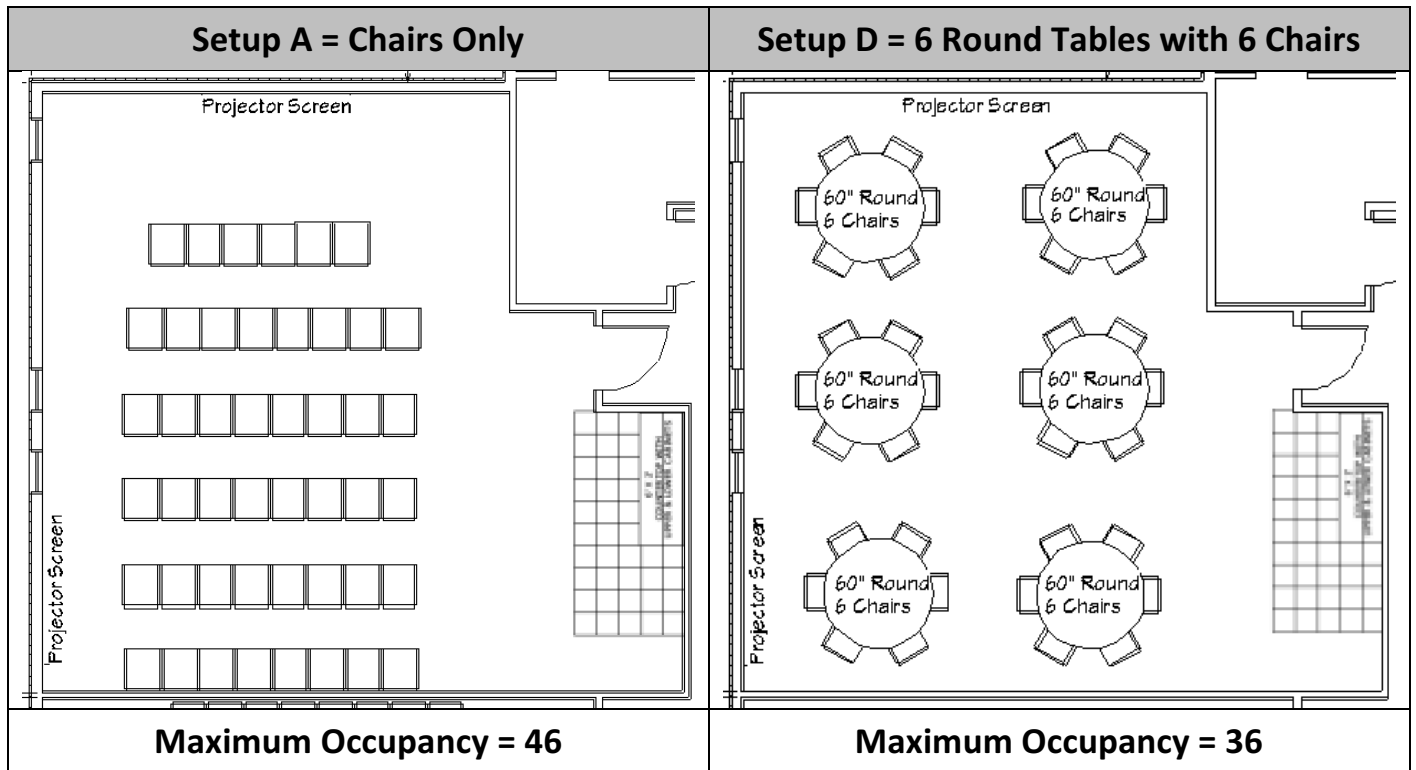
## ROOM SETUP KEY:

- Setup A:** Chairs only
- Setup B:** Classroom style
- Setup C:** Rectangle tables w/ 8 chairs
- Setup D:** Round tables w/6 chairs
- Setup E:** U-shape
- Setup F:** Racetrack – oval w/10 chairs
- Setup G:** Combo – rectangle & round

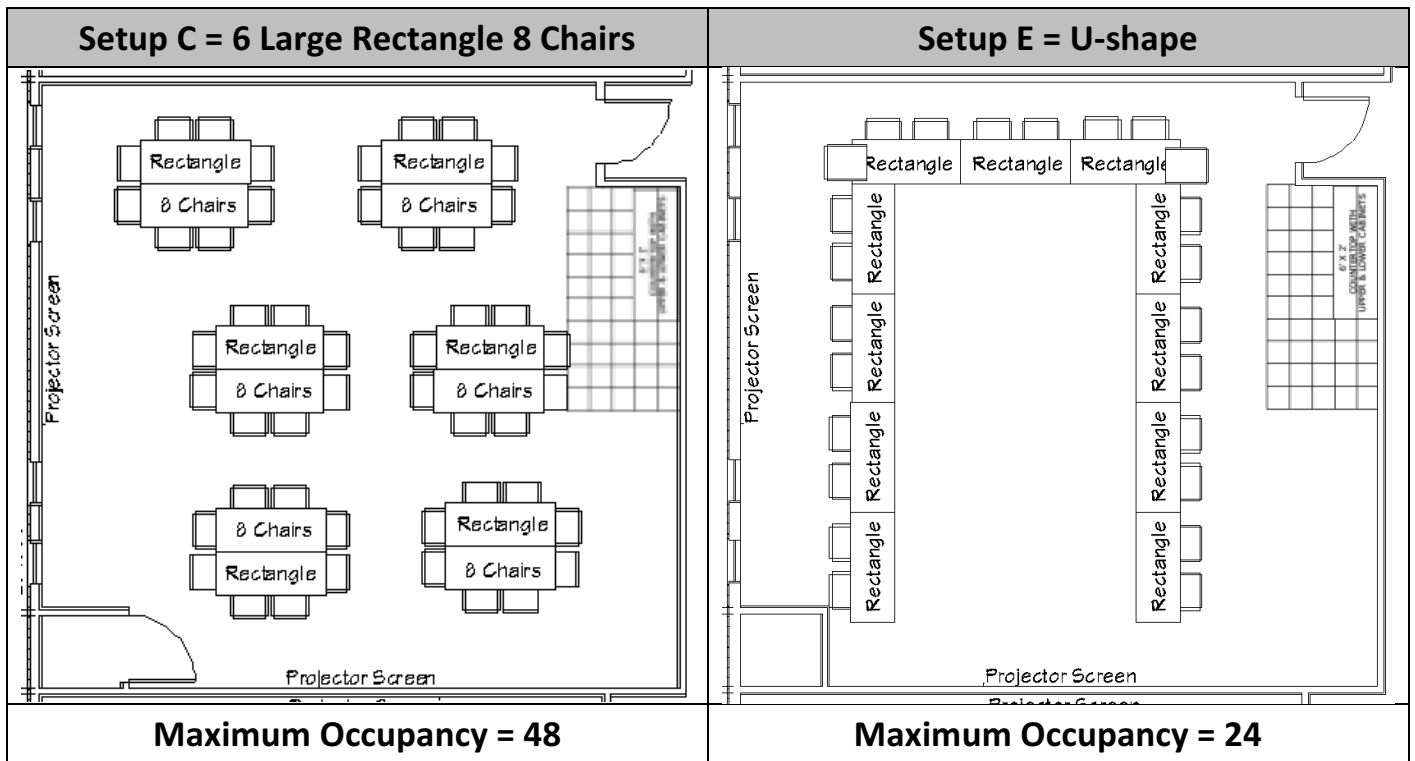
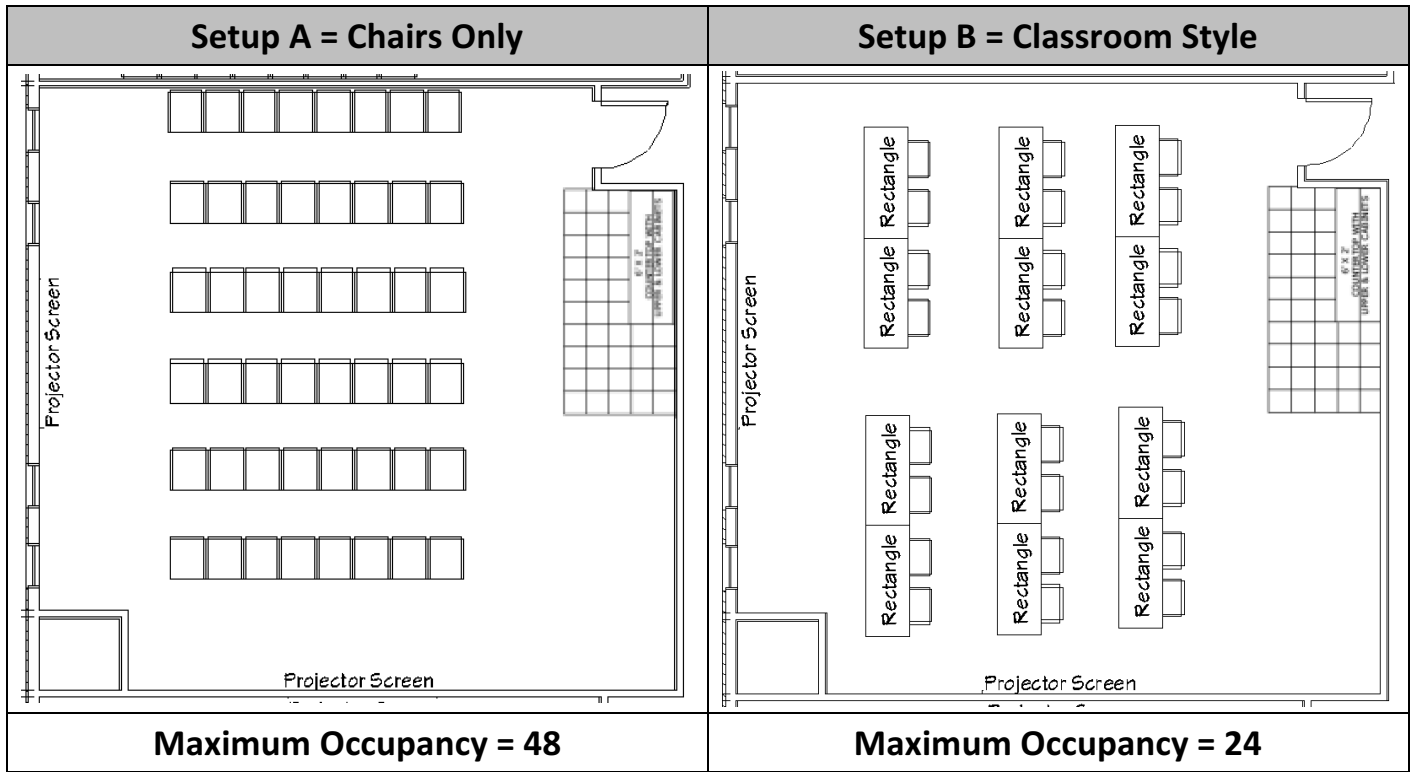


**\*NOTE:** Not all setup options are available in every room. Please see each training room page for specific setup options available for specific rooms.

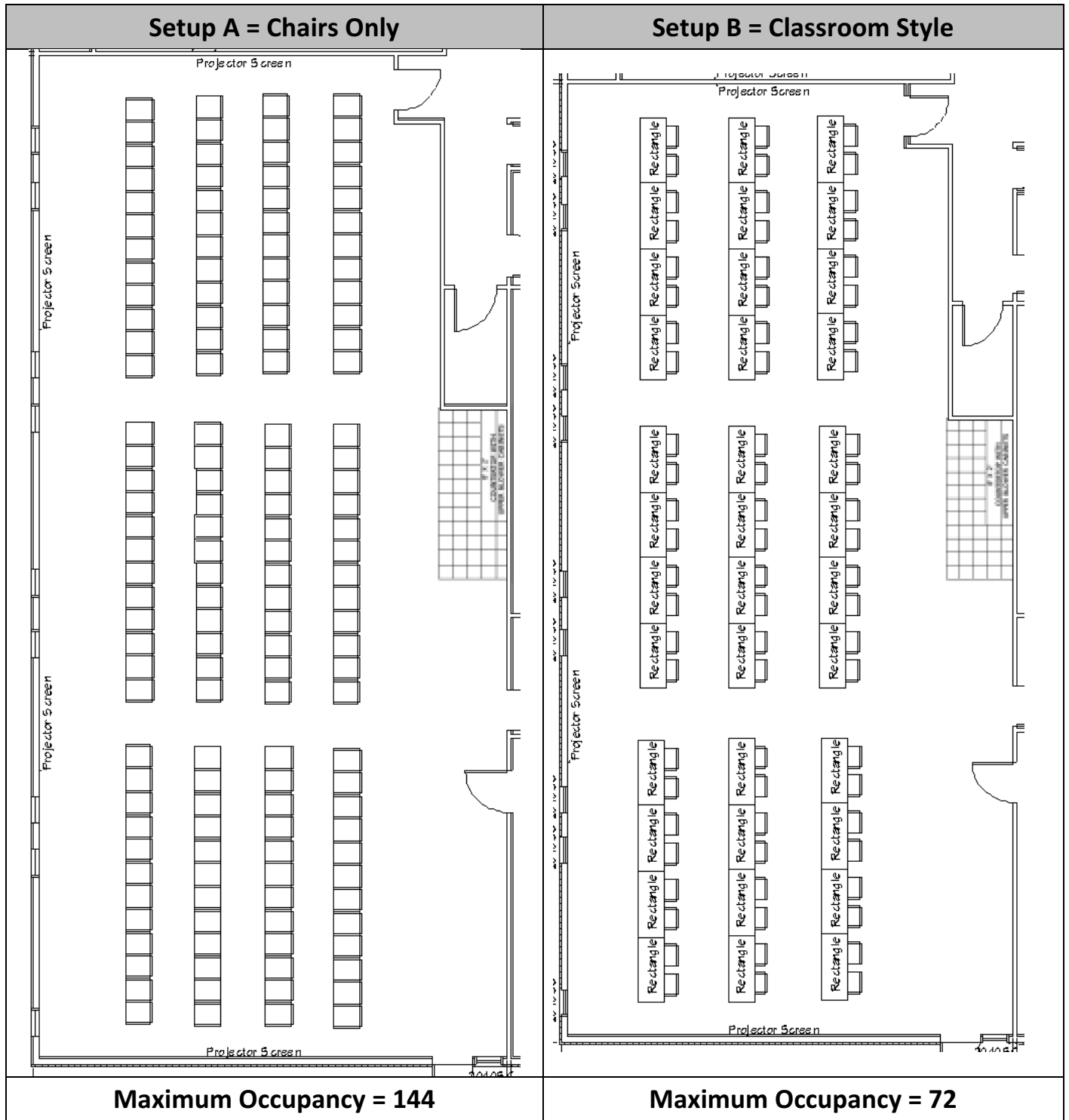
## Citrus Room 2-1 Building 2



# Magnolia Room 2-2 Building 2

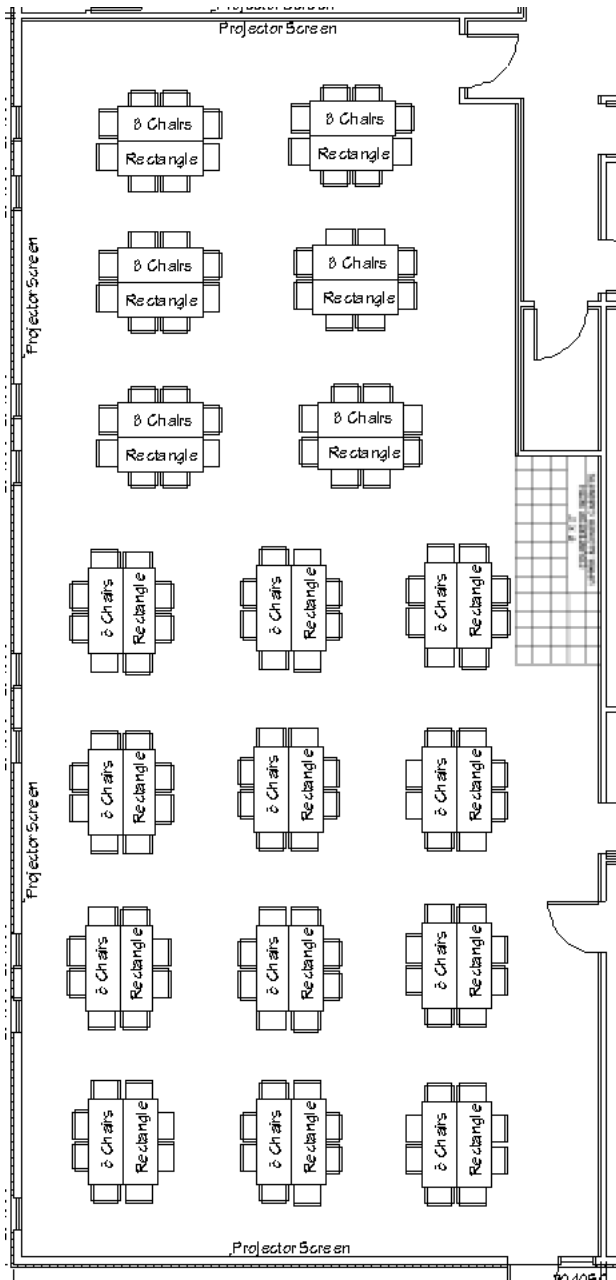


## Oak Room 2-3 Building 2 (page 1 of 2)



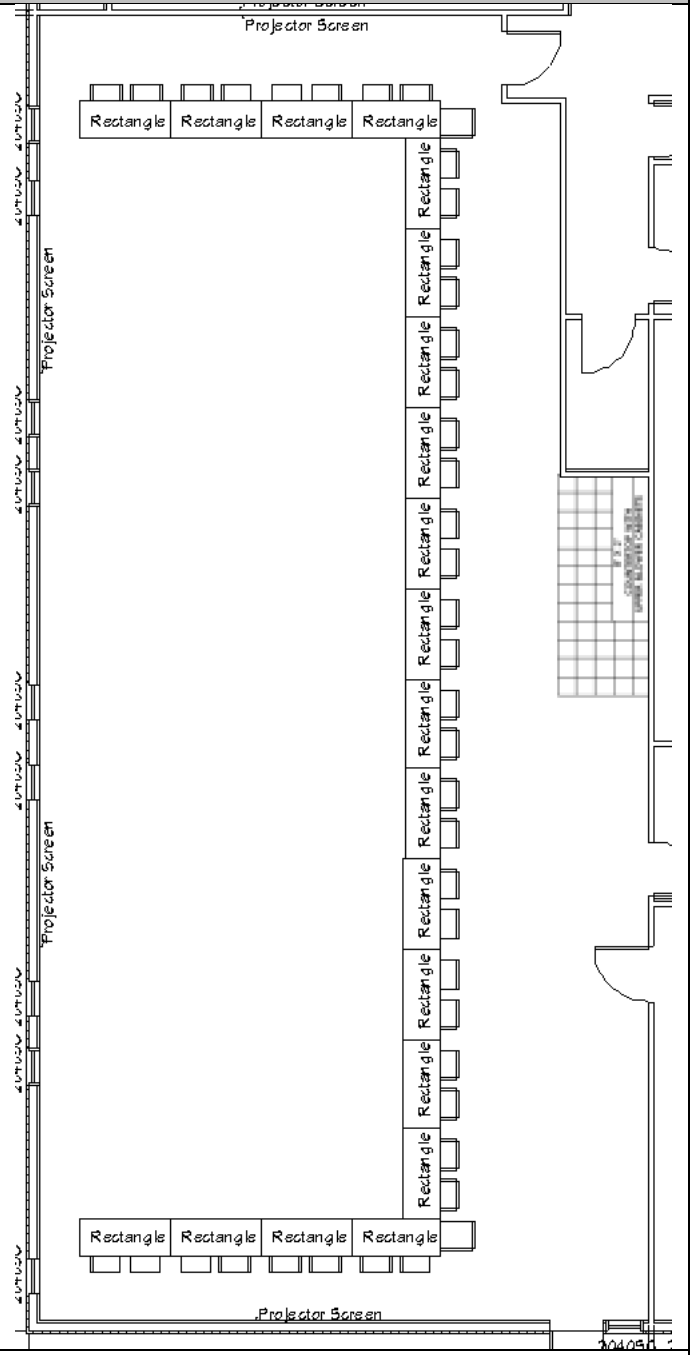
# Oak Room 2-3 Building 2 (page 2 of 2)

## Setup C = 18 Large Rectangle 8 Chairs



Maximum Occupancy = 144

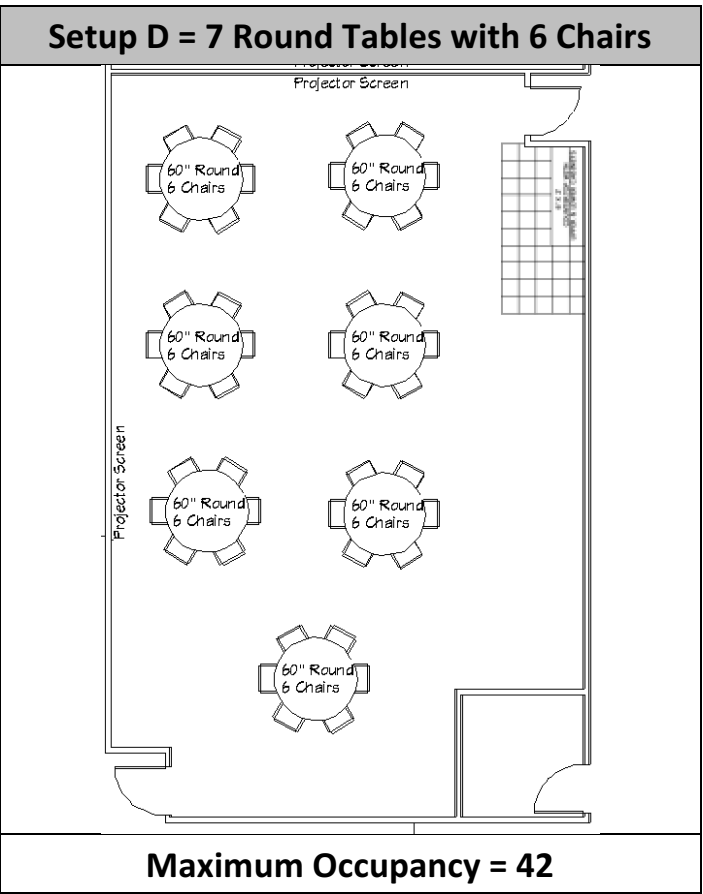
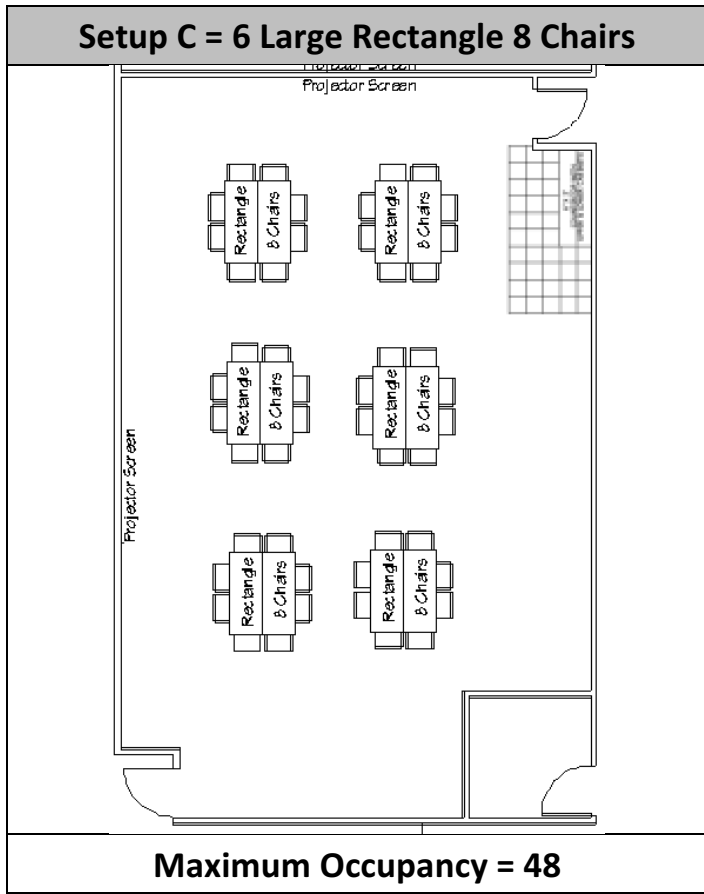
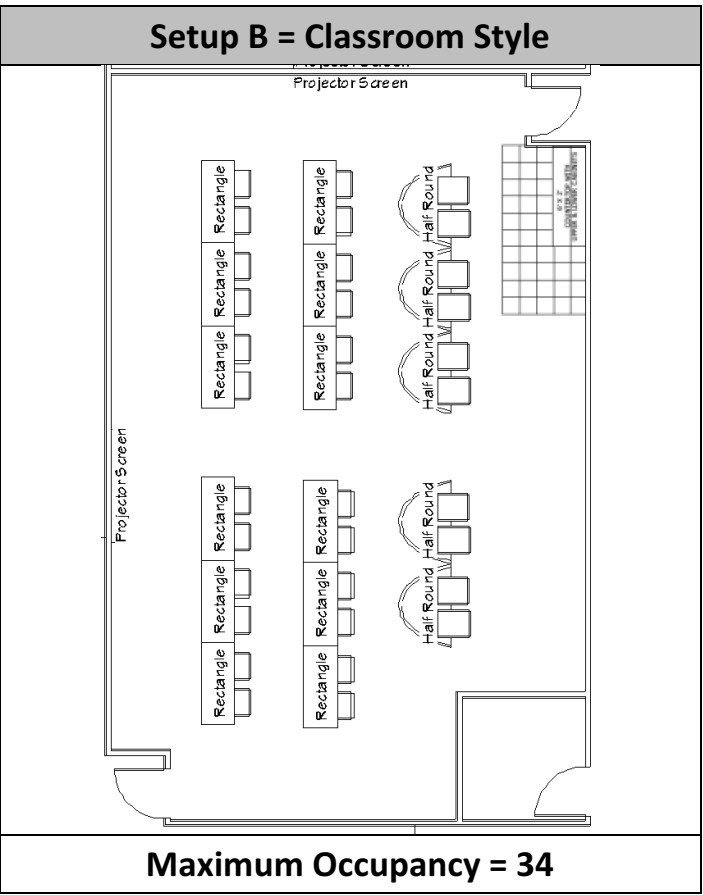
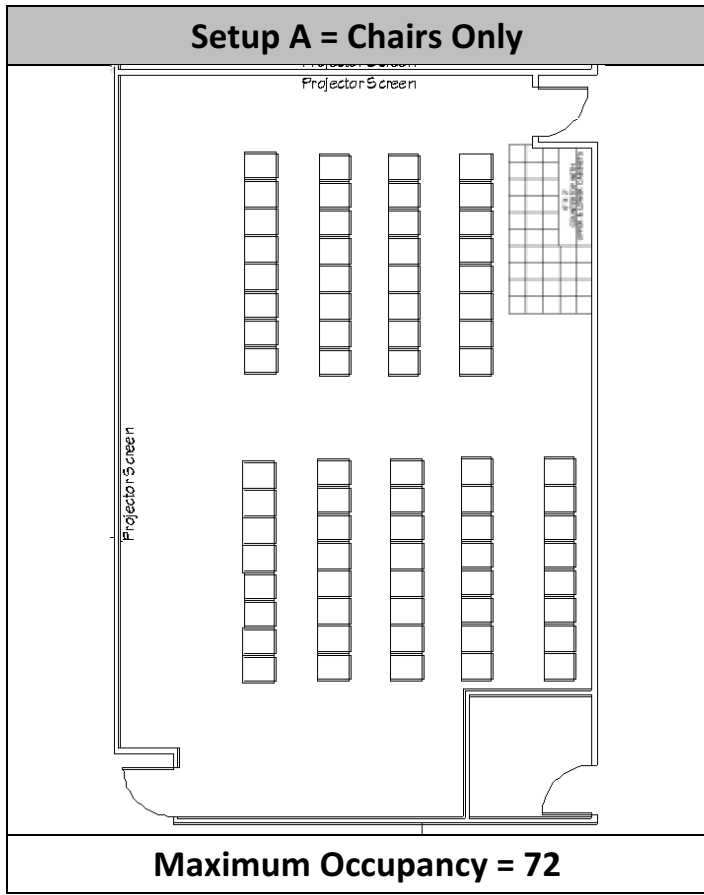
## Setup E = U-shape



Maximum Occupancy = 42



# Mangrove Room 2-4 Building 2 (page 1 of 2)

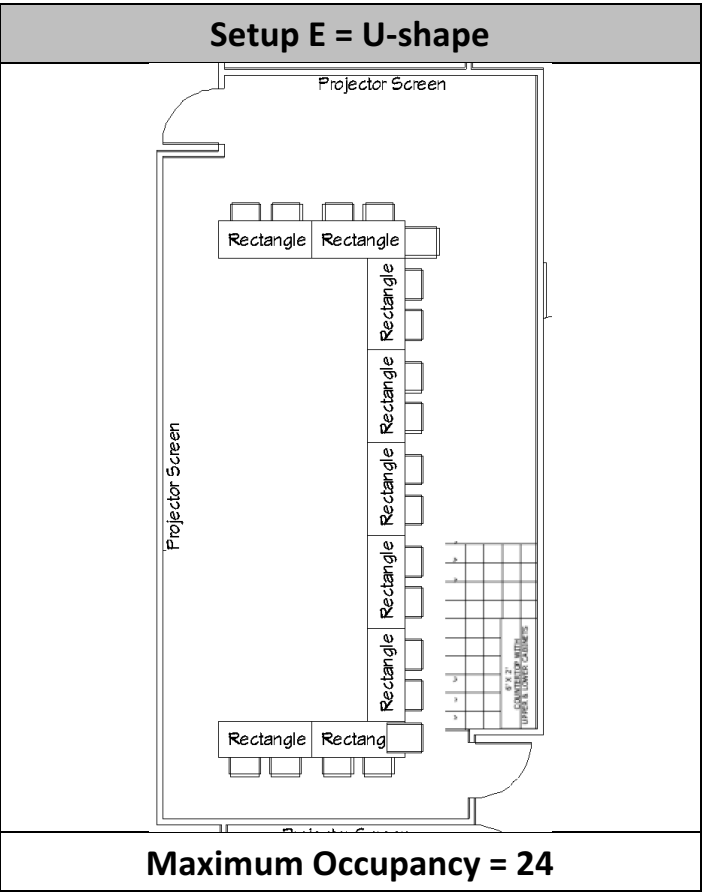
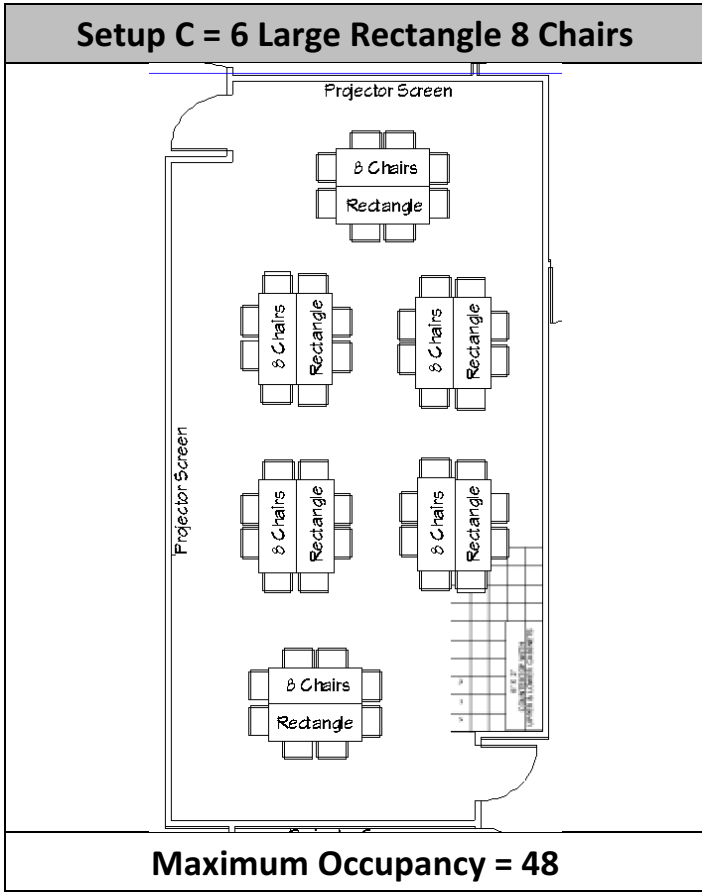
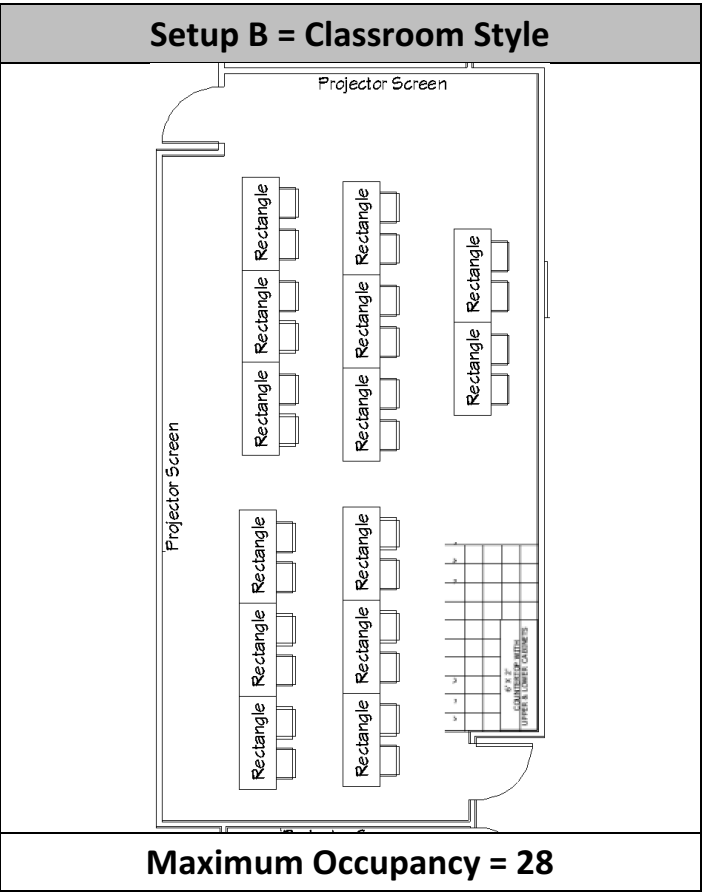
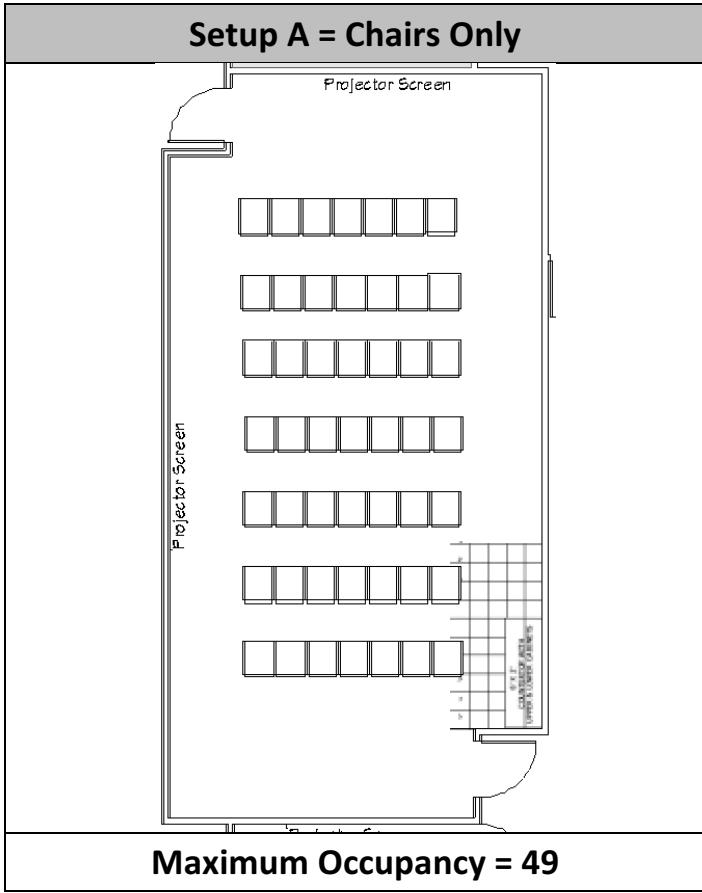


# Mangrove Room 2-4 Building 2 (page 2 of 2)

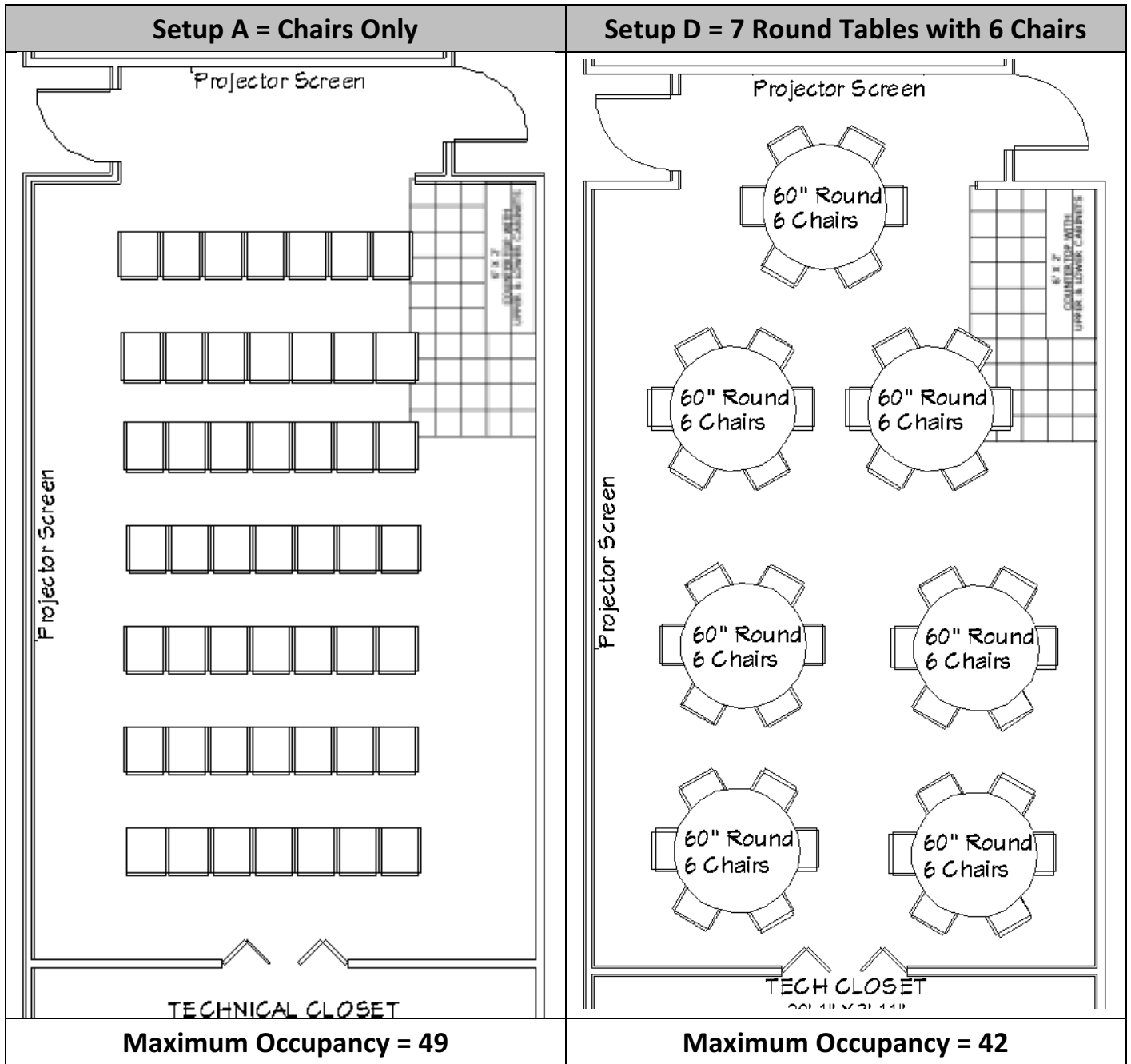
Setup E = U-shape	Setup F = Racetrack w/10 Chairs per table
<p><b>Maximum Occupancy = 24</b></p>	<p><b>Maximum Occupancy = 60</b></p>

Setup G = Combo Rectangle and Round	
<p><b>Maximum Occupancy = 72</b></p>	

# Cypress Room 2-5 Building 2

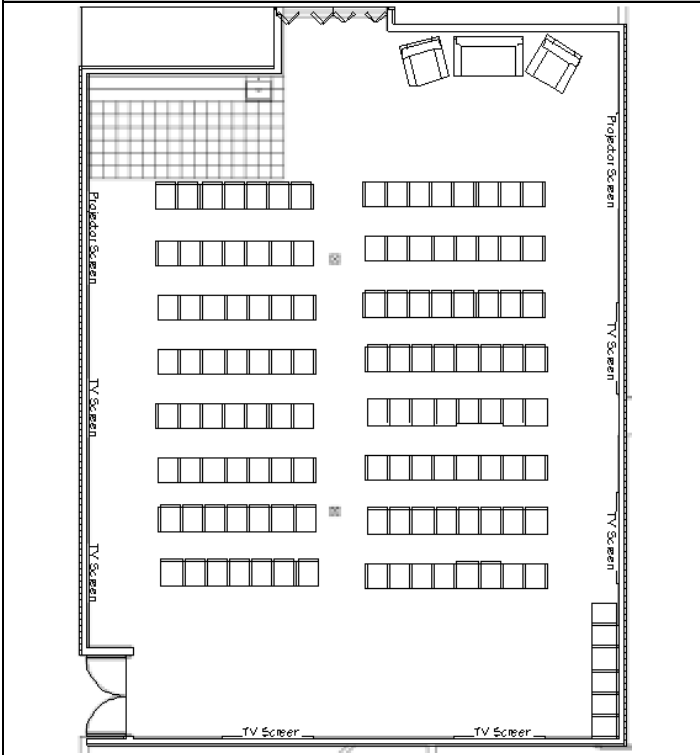


# Palm Room 2-6 Building 2



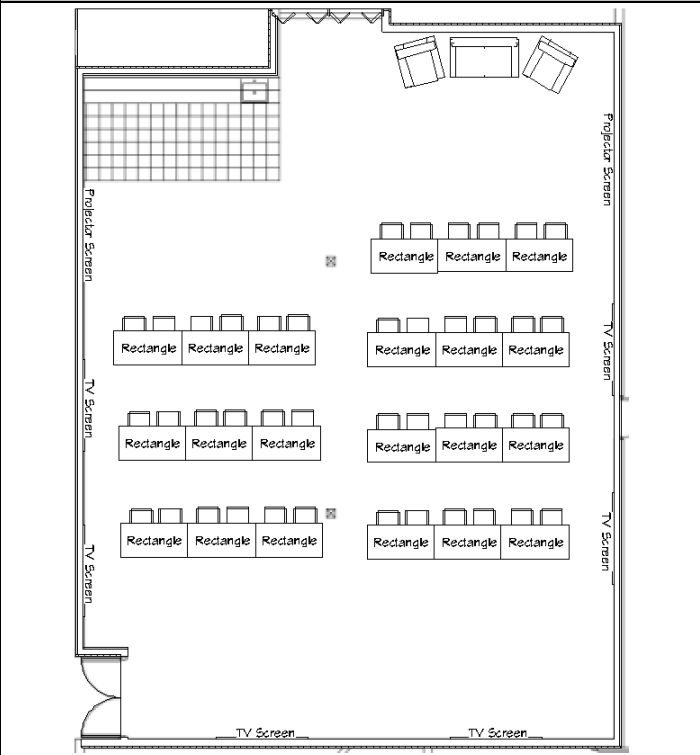
# Training Room C Building 3

**Setup A = Chairs Only**



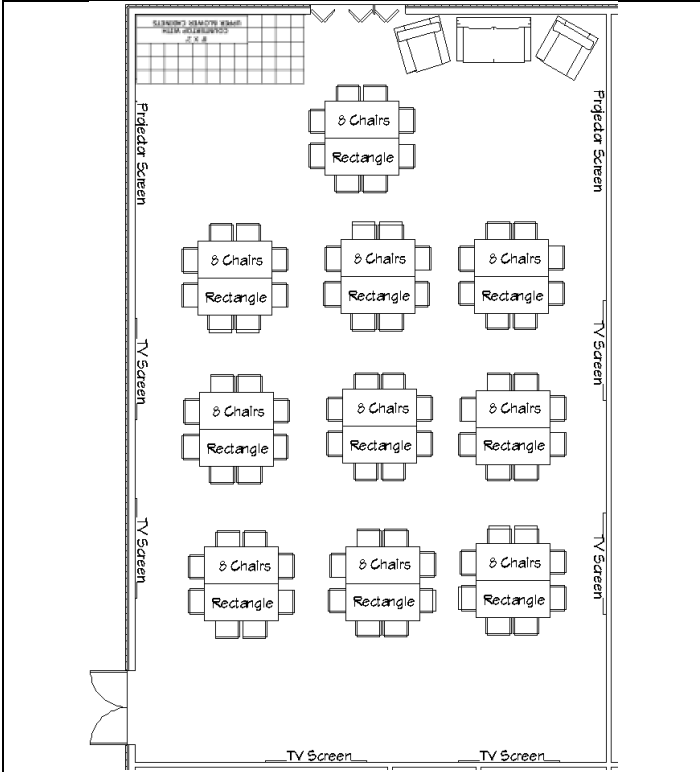
**Maximum Occupancy = 126**

**Setup B = Classroom Style**



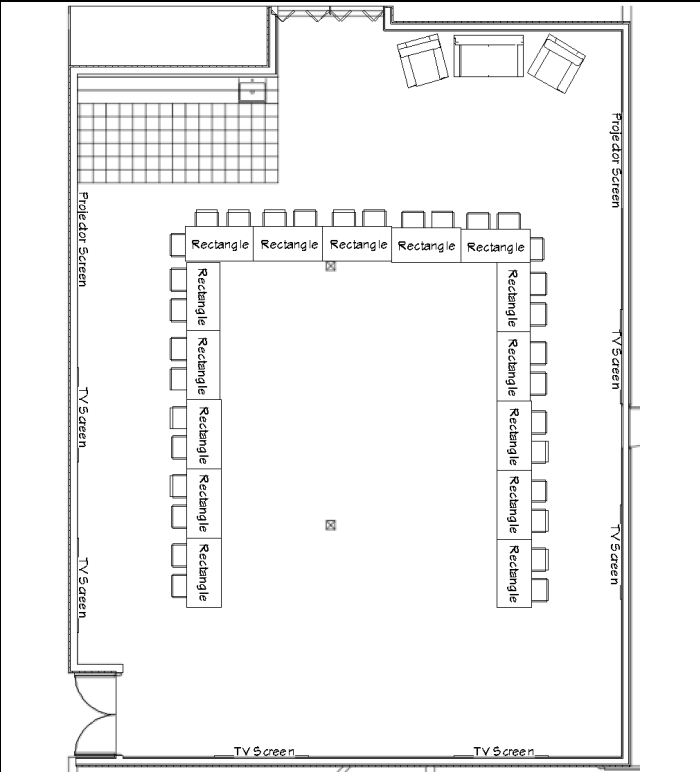
**Maximum Occupancy = 42**

**Setup C = 10 Large Rectangle 8 Chairs**



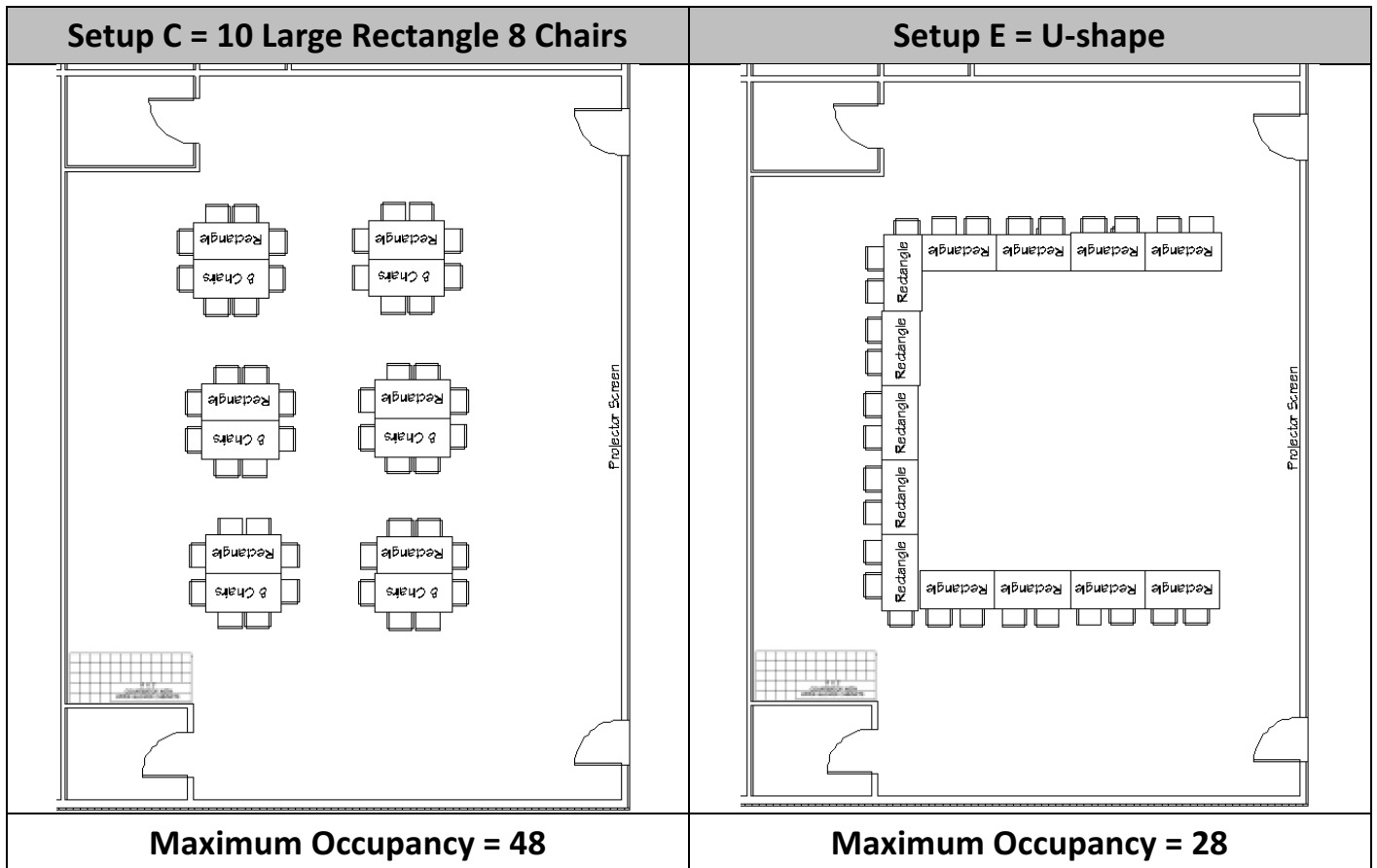
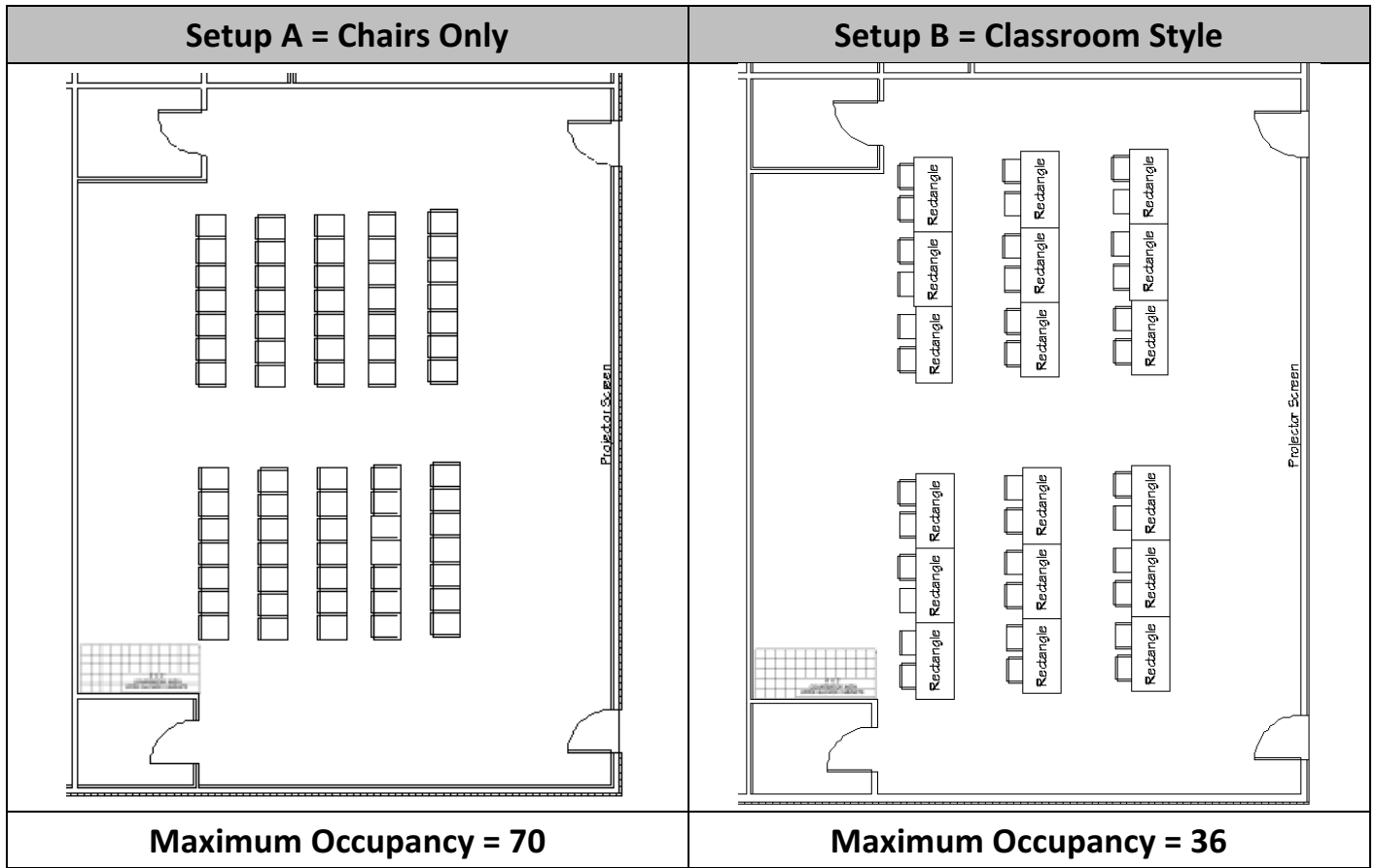
**Maximum Occupancy = 80**

**Setup E = U-shape**



**Maximum Occupancy = 32**

# Portable 8A



# ***Special Room Setup Template***

Please copy this page to design your special room setup and submit to Rhonda Henley ([rhonley@pasco.k12.fl.us](mailto:rhonley@pasco.k12.fl.us)) immediately after completing the Request a Training or Meeting Room form on the OPDSS website:

[http://www.pasco.k12.fl.us/prodev/request\\_training\\_room](http://www.pasco.k12.fl.us/prodev/request_training_room)



Contact Person & Extension: \_\_\_\_\_

Training Room: \_\_\_\_\_

Date: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Training/Meeting Title: \_\_\_\_\_