

Training Room/Portable Quick Reference Guide



Boardroom
Training Rooms A, B, C, and E
Portables 8A, 16, 17, and 19

*Staff Development Department
Ext. 42260*

Room Reservation Procedures

All room reservations must be emailed to Deb Holbrook in Staff Development (dlholbro@pasco.k12.fl.us) using the *Room Reservation Request Form*. The form can be found on the Staff Development website. Incomplete forms will not be accepted.

Before sending the *Room Reservation Request Form* to Deb Holbrook, please check the District Calendar, via the web address below, for availability and meeting dates. <http://calendar.pasco.k12.fl.us/DSBPCcalendar/day.php>

Setup of rooms:

- Midday setup changes are highly discouraged and may not be honored.
- When reserving Training Room C for a Saturday training or meetings, the setup for the following Monday will take priority.
- If you need a setup that is not in the *Training Room/Portable Quick Reference Guide*, please use the *Special Room Setup Template* and fax the information to Staff Development (42138) and Plant Operations (42153) along with the *Room Reservation Request Form*.

Portables:

- Portables 16, 17, and 19 have only tables and chairs.
- All portables must be reserved through Deb Holbrook using a *Room Reservation Request Form*.

Technology:

- Training Rooms A, B, C, E and the Boardroom have ceiling mounted video projection systems and speakers. Projection systems and speakers will need to be reserved through the Instructional Media and Technology Department for all other rooms/portables.

Furniture:

- Do not remove furniture from any of the training facilities without notice to Plant Operations (42680).
- Maximum occupancy for each room/portable is determined according to room size and must be maintained to adhere with the fire code.

Cancellations/Changes:

- Notify Deb Holbrook via email of all cancellations as soon as possible.
- If making a change to a previously scheduled training/meeting, please email Deb Holbrook as soon as possible. All changes must be made via email.

Phone Extensions for Training Rooms/Portables:

- C, 42770
- 8A, 42729
- E, 42113
- Portable 16, 42788
- Portable 17, 42789

Reminders:

- Avoid trainings on Mondays, Fridays, FCAT 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.
- Training Room C and Portable 8A are the only rooms available for weekend trainings/meetings. To schedule a training/meeting on the weekend, please complete the *Room Reservation Request Form* and send it to Deb Holbrook via email.

Special Room Setup Template

Please copy this page to design your special room setup and submit to Deb Holbrook with the Room Reservation Request Form.

Contact Person & Extension: _____

Training Room: _____

Date: _____

Training/Meeting Title: _____

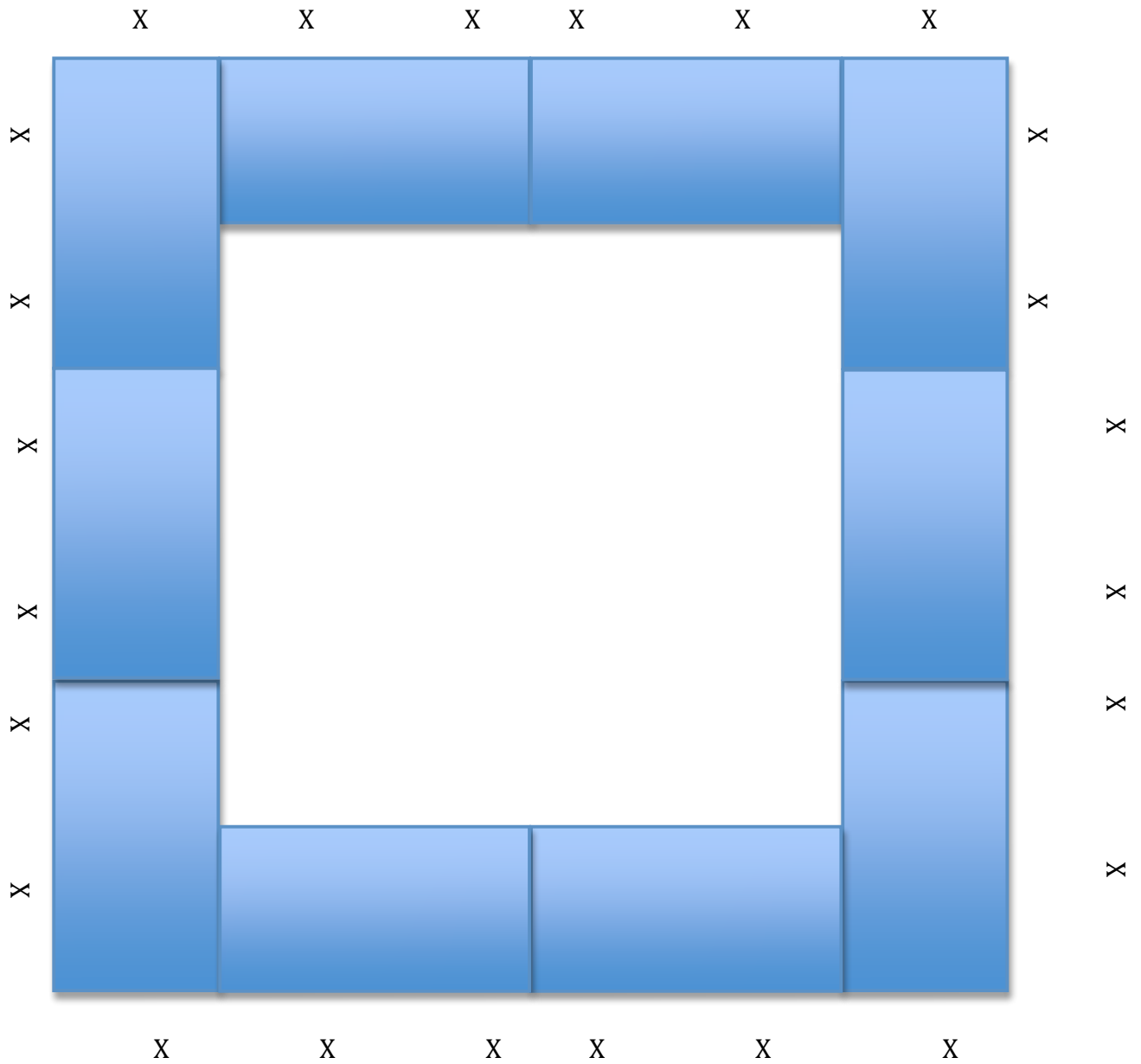
Setup C

Available in the following training rooms/portables:

Boardroom
A, B, C, and E
8A

Maximum Seating Occupancy: 34 (10 rectangle tables)

Projector Screen



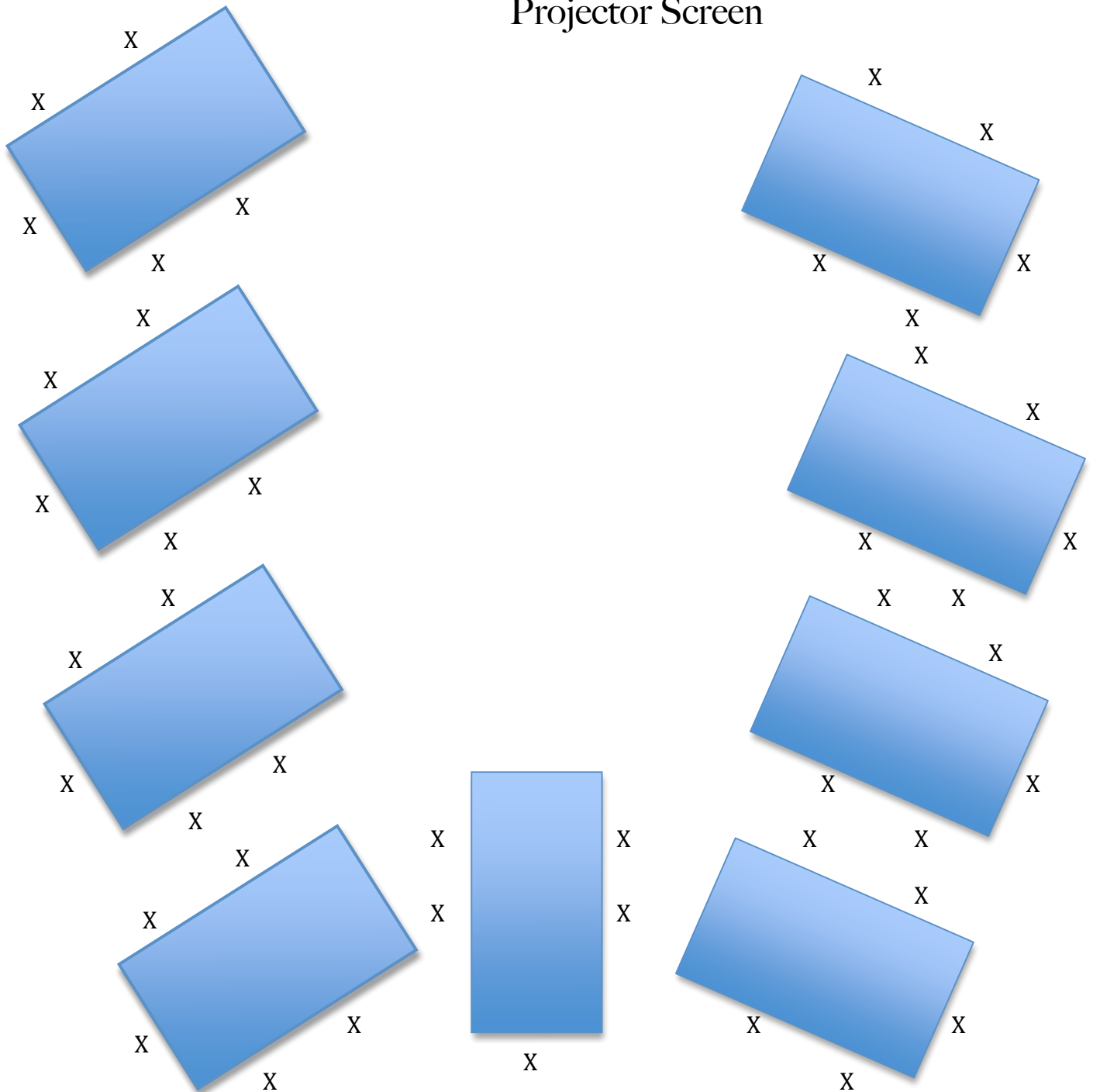
Setup D

Available in the following training rooms/portables:

Boardroom
A, B, and C
8A

Maximum Seating Occupancy: 45 (9 rectangle tables)

Projector Screen



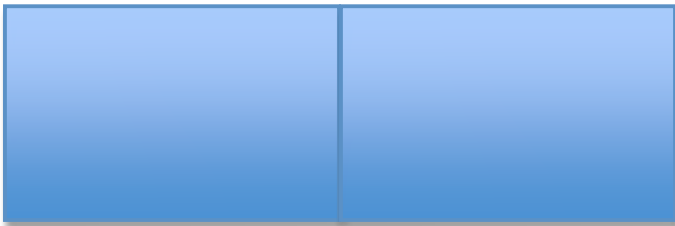
Setup E

Available in the following training rooms/portables:

Boardroom
A, B, C, and E
8A

Maximum Seating Occupancy: 36 (12 rectangle tables)

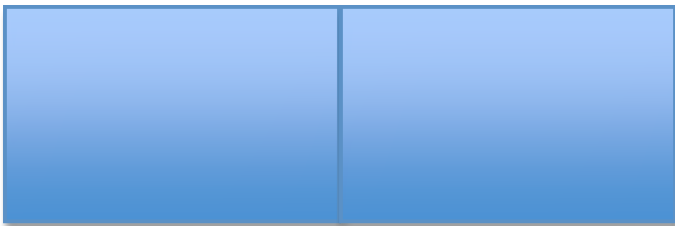
Projector Screen



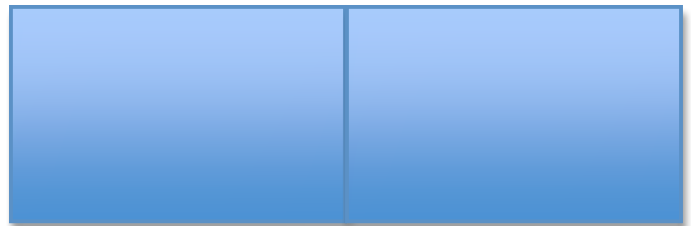
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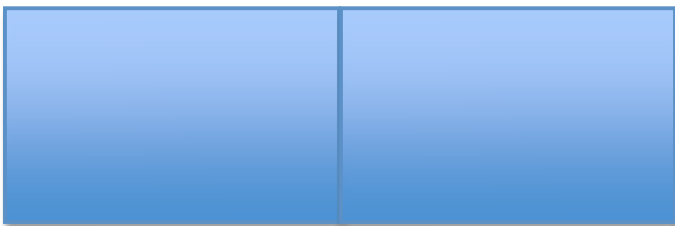
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X X X X X X X



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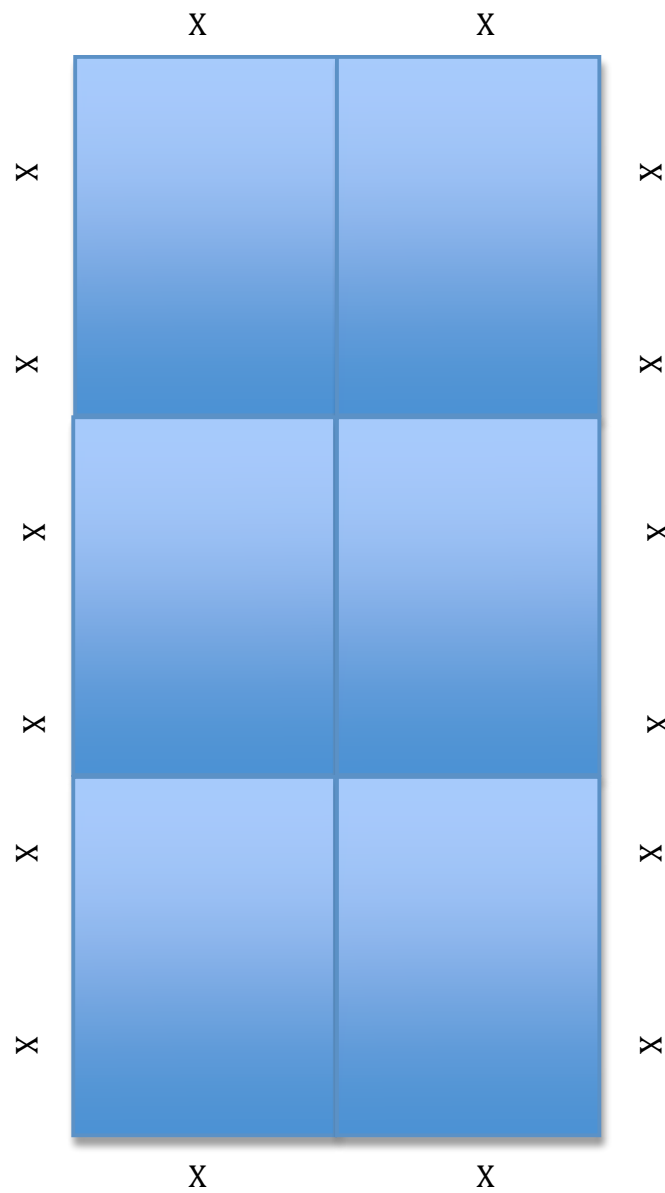
Setup F

Available in the following training rooms/portables:

Boardroom
A, B, C, and E
8A

Maximum Seating Occupancy: 22 (6 rectangle tables)

Projector Screen



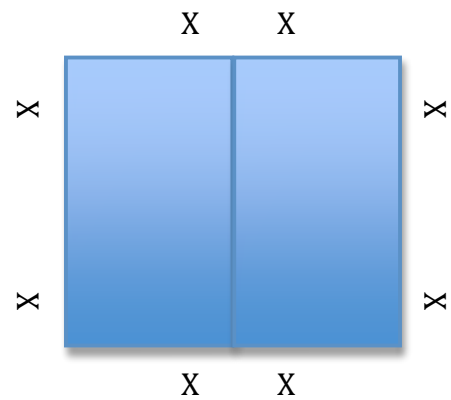
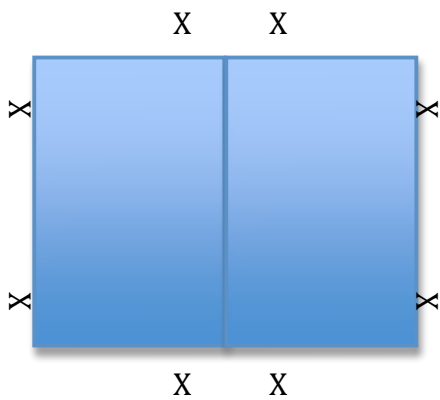
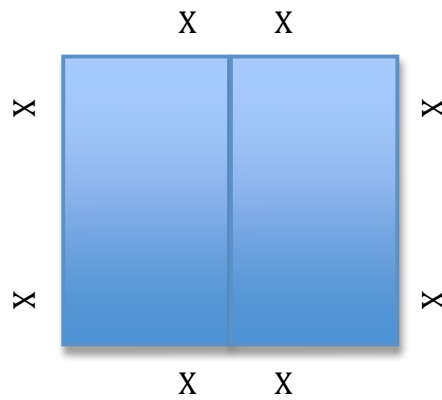
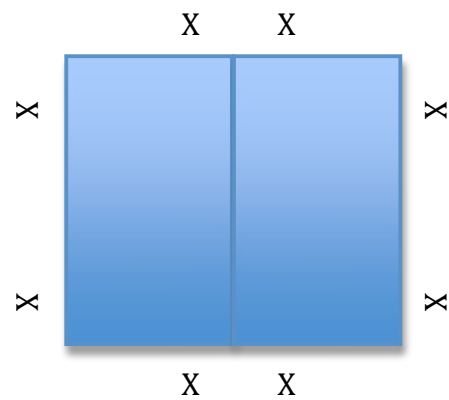
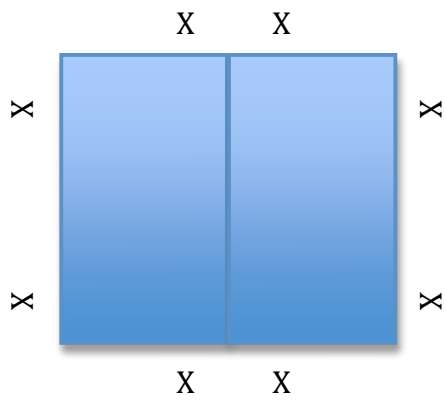
Setup G

Available in the following training rooms/portables:

Boardroom
A, B, C, and E
8A

Maximum Seating Occupancy: 40 (5 groups of double rectangle tables)

Projector Screen



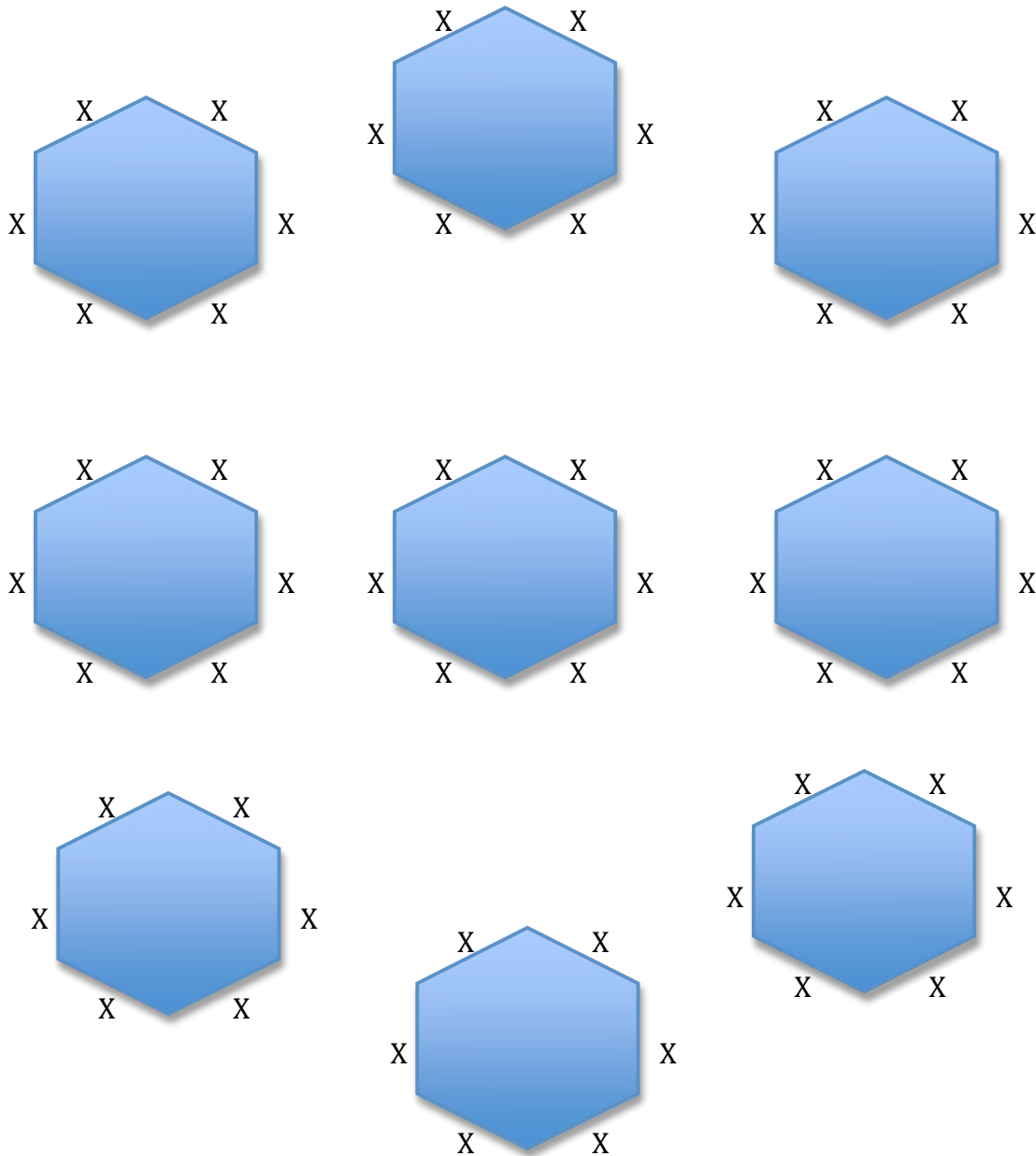
Setup I

Available in the following training rooms:

C

Maximum Seating Occupancy: 54 (9 tables)

Projector Screen



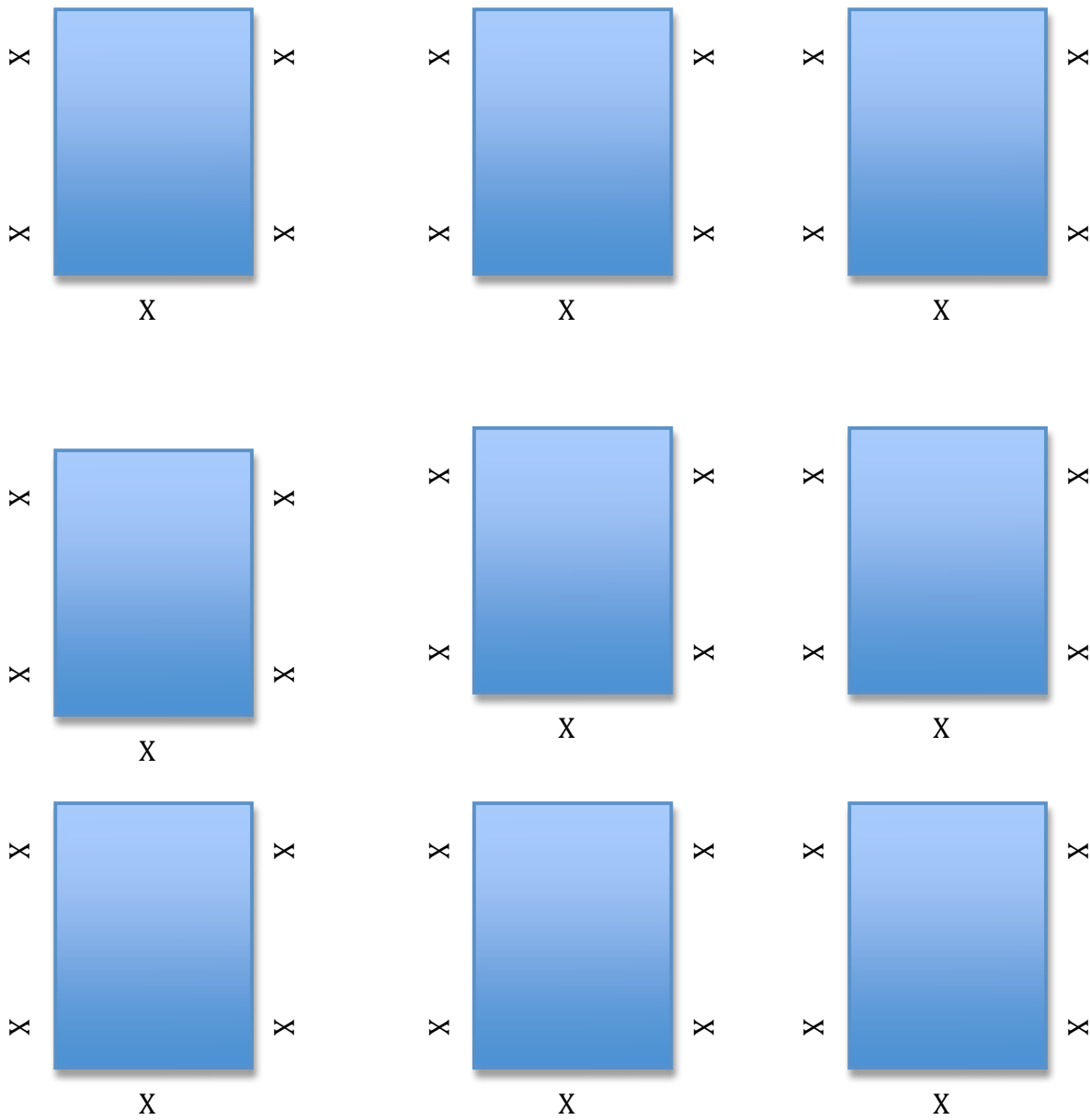
Setup J

Available in the following training rooms/portables:

Boardroom
A, B, C, and E
8A

Maximum Seating Occupancy: 45 (9 rectangle)

Projector Screen



Setup U

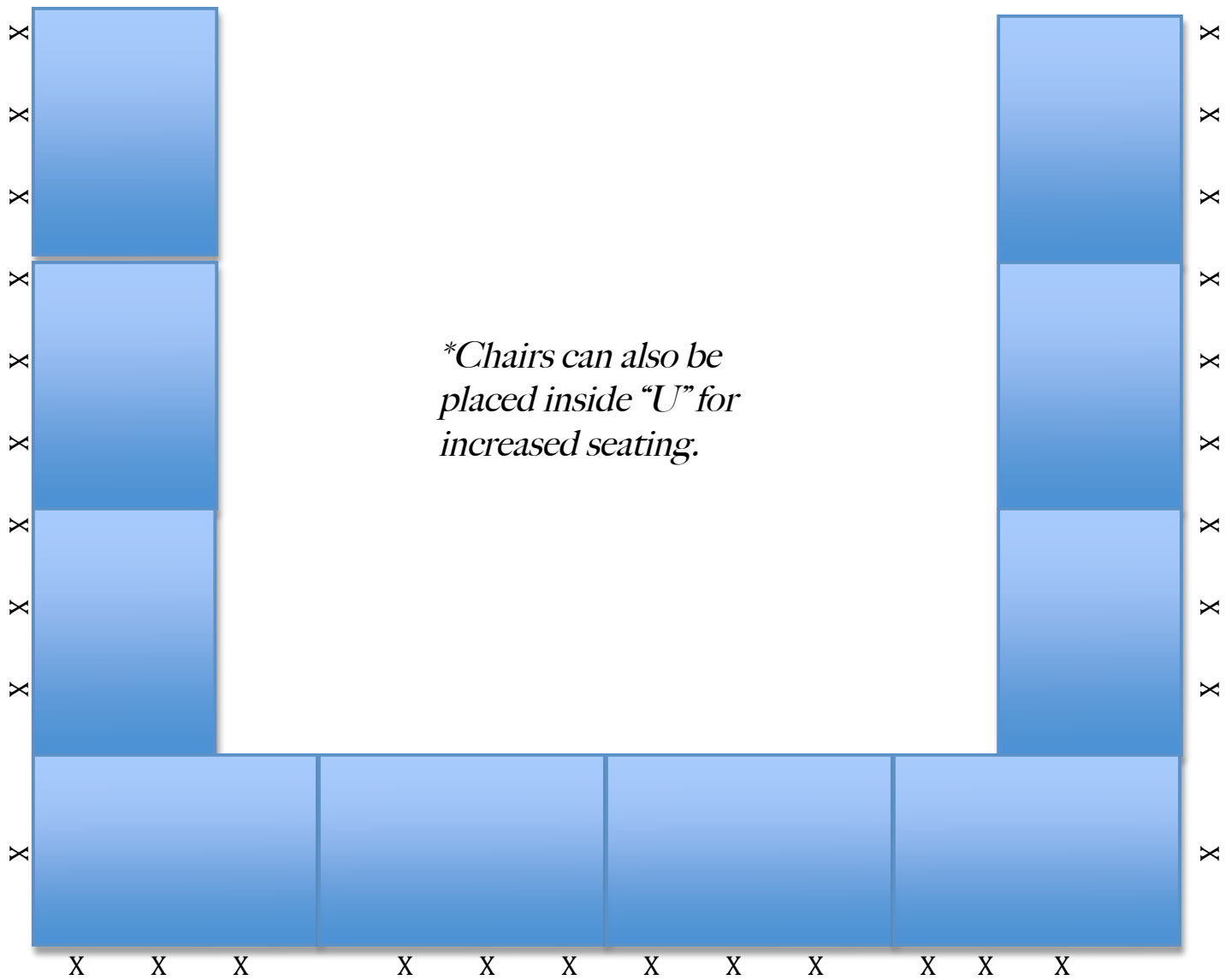
Available in the following training rooms/portables:

Boardroom
A, B, C, and E
8A

Maximum Seating Occupancy: 56 (10 rectangle tables)

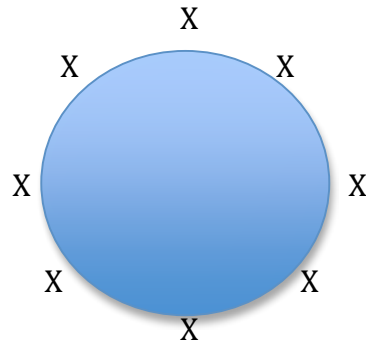
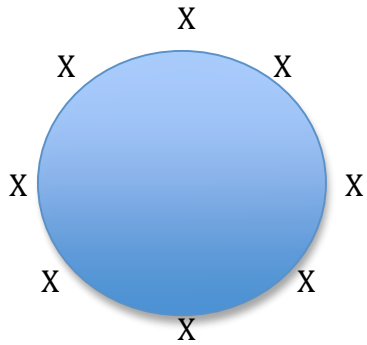
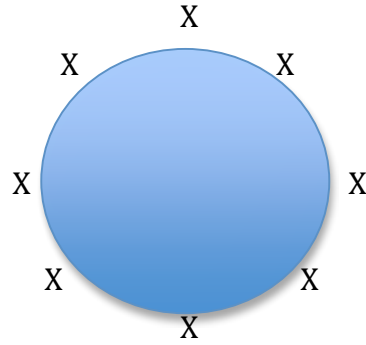
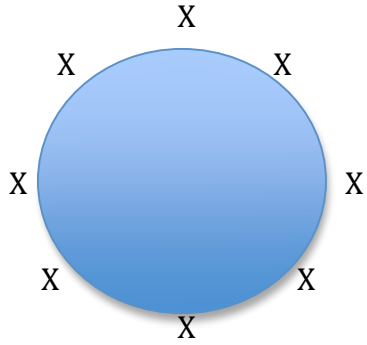
*Training Room E will only accommodate 7 rectangle tables (41 people).

Projector Screen

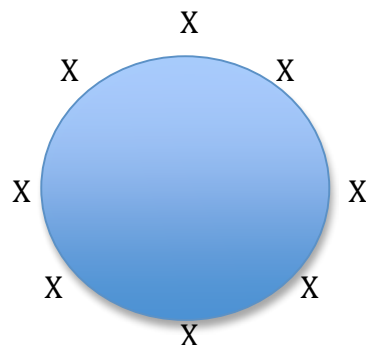


Portable 19 Setup

Maximum Seating Occupancy: 40 (5 round tables)



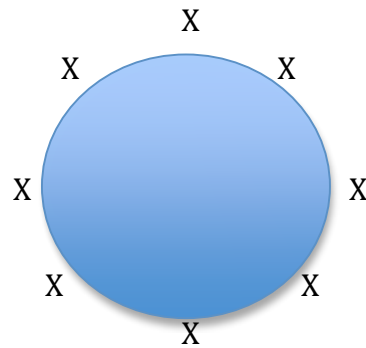
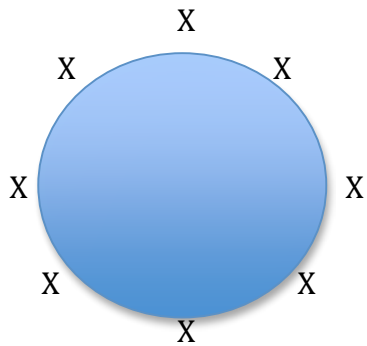
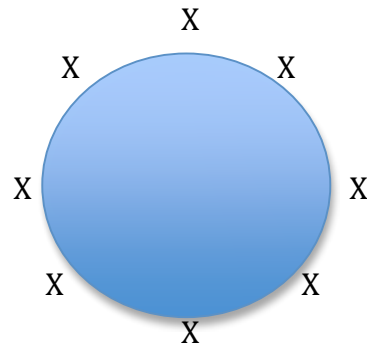
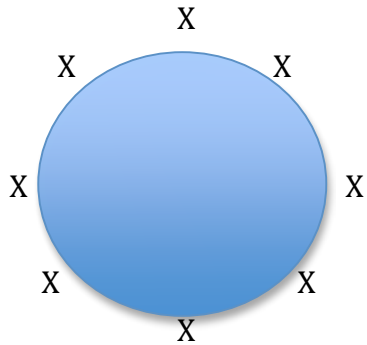
NOTE: There are only tables and chairs, no running water, no projection systems or speakers. Internet is available.



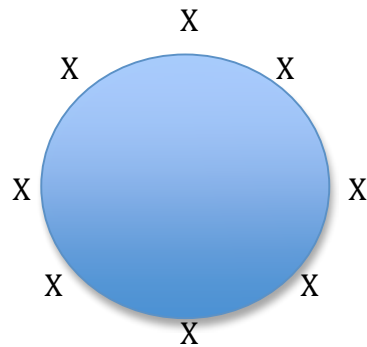
ENTRANCE

Portable 16 Setup

Maximum Seating Occupancy: 40 (5 round tables)



NOTE: There are only tables and chairs, no running water, no projection systems or speakers. Internet is available.

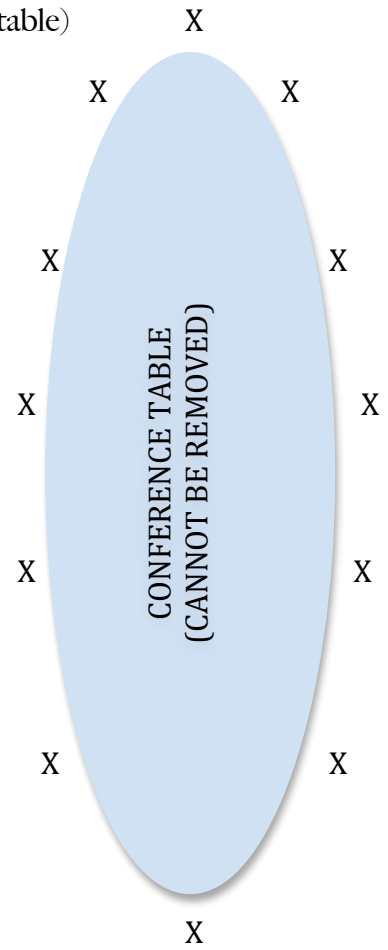
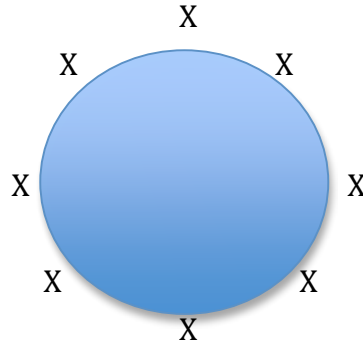


ENTRANCE

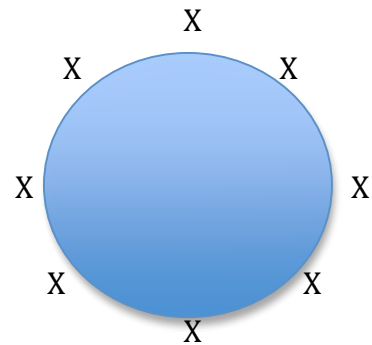
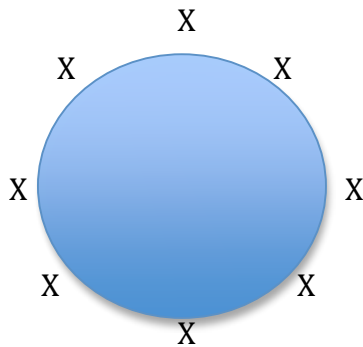
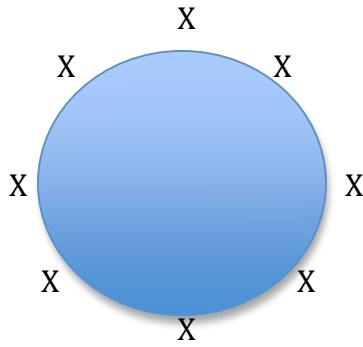
Portable 17 Setup

Maximum Seating Occupancy: 40 (4 round tables, 1 conference table)

NOTE: There are only tables and chairs, no running water, no projection systems or speakers. Internet is available.



WHITE BOARD



ENTRANCE