



Guidelines for Scheduling Space

From: The Department of Facilities Management.
Contact Information: 212-237-8611, 8541

Updated: June 20, 2007



JOHN JAY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
OF CRIMINAL JUSTICE

SENIOR VICE PRESIDENT & CHIEF OPERATING OFFICER
OFFICE OF FINANCE & ADMINISTRATION
ROBERT M. PIGNATELLO

To: The John Jay College Community
From: Senior Vice President Robert Pignatello
Re: Guidelines for Scheduling Space

These guidelines were developed to assist you when scheduling a room or event at the College. They include the procedures for requesting space and event planning, a space request form (which can be accessed online and submitted electronically) and detailed information about each room: the maximum capacity, layout of rooms and the configuration(s) that can be used. All of this information is available online at the **Facilities website**. Any changes will be reflected in the online version of the guidelines.

If you have any questions regarding the guidelines, please call Linda Vonlumm (Director- Events Planning Office) in the Department of Facilities Management at extension 8611 or Ana Cabrera at extension 8639.

Thank you.

PROCEDURES FOR SPACE REQUEST AND EVENT PLANNING

Event planning and space requests for John Jay College are coordinated through the Offices of Finance and Administration and the Office for the Advancement of Research. Space on campus, including the Gerald W. Lynch Theater and lobby, Main Gym, Auxiliary Gym, North Hall Multi-purpose room (MPR), Cafeteria, and conference rooms can be reserved through the Department of Facilities Management. Classroom space can also be reserved through the Space Reservation Office after the Registrar's Office has completed academic scheduling. Space that cannot be reserved through the Department of Facilities Management includes administrative and academic conference rooms, cyber lounges and labs. Administrative and academic conference rooms are under the auspices of the director and/or chair of each department. Information on reserving cyber lounges and labs is listed on each room's description page further into this document.

Requesting Space: All requests for space begin with the completion of the electronic Space Request and Event Planning Form. The form is sent to Linda Vonlumm (Director – Events Planning Office) electronically after clicking on the submit button. This form is available by [clicking here](#).

IMPORTANT: All areas of the form must be completed. Incomplete forms may be rejected or held until the proper information is obtained, and may significantly delay the process of review. No forms will be approved if the maximum number of guests expected is not indicated on the application. Please note that the maximum number of guests varies depending on the facility used and the desired setup. (see pgs. 7-34 for room layouts). The Events Planning Office cannot respond to verbal requests regarding space availability until a completed Space Request and Event Planning Form has been received. Space requests are processed on a date-of-request basis. If requested space is not available, other rooms or alternate dates will be suggested. A request for a particular room does not guarantee that space will be assigned. **Requests are not finalized until you receive a space confirmation from the Events Planning Office. This confirmation will come in the form of an e-mail with a confirmation number. No advertisement or announcement of an event should take place prior to the receipt of this e-mail confirmation.**

Special Events and Conferences: Once the Space Request and Event Planning Form is received by the Events Planning Office it will be determined if additional forms are required. Requesters planning a special event or conference requiring a budget will need to submit additional forms to the Office for the Advancement of Research.

For Conferences, *click here* for link to Conference Planning Form. This form must be downloaded, filled out and forwarded to the Office for the Advancement of Research for approval.

Student Events: Requests for all student events must be submitted to the Office of Student Activities via a Meeting/Event Request Form. There must be 5 business days of advance notice to request space for a meeting and 15 business days of advance notice for an event. After this form is submitted for consideration it is the responsibility of the Office of Student Activities to forward a Space Request and Event Planning Form to the Department of Facilities Management if they cannot provide a space. The form submitted to the Department of Facilities Management must have the Meeting/Event Request Form attached indicating that all the procedures have been followed properly. If all paperwork is correctly completed, the Department of Facilities Management will schedule available space for the meeting/event and confirm that availability via an email with a confirmation number.

Food Services: John Jay College has contracted with MBJ Food Services which includes the Tuscan Sun Grill at Westport as the sole supplier to provide all food service, including catering on campus. Contact Johnny Vasques at 445 West 59th Street, NY, NY 10019, (212) 582-1629 or extension 8294. Food service

requests for college events must be approved by area Vice President. Please **click here** to review the new food services policy. **Click here for the Food Request Form**

Damages: All groups using John Jay Space are responsible for the proper use of the facilities, furnishings and equipment. Damages should be reported immediately. Damage to any equipment and/or furnishings may result in reimbursement charges. Excessive cleanup after events may also incur additional charges.

Insurance: Events sponsored by or held for individuals or groups external to the College, other than City and State entities, may require a certification of insurance. The sponsoring organization must obtain comprehensive general liability insurance for bodily injury and property damage. John Jay College and The City University of New York must be named as the certificate holder and as additional insured. The amount is determined on a case by case basis. The certificate of Insurance must be presented to the Facilities Office at least seven (7) working days prior to the event or the event will be subject to cancellation. In addition, events sponsored by or held for individuals or groups external to the College, other than City and State entities, assume full responsibility for any loss, damage or claims arising out of use of the facilities and agree to indemnify, defend and hold harmless the University, the college, the Dormitory Authority of the State of New York, State of New York, the City of New York and the appropriate University related entity (where applicable), as well as their officers and employees, from any liability arising out of the actions of the user, its agents, employees and invitees, incidental to the use of the facility by the user.

Audio Visual: Audio/Visual equipment requests must be submitted to the Media Services Department by the user. Procedures are listed on the Media Services website at www.jjay.cuny.edu/mediaServices/. A link to the media services request form is also provided on the electronic confirmation users receive once the room has been booked by Linda Vonlumm.

News Media: If the event is open to the news media please notify the Communications Office at extension 8628.

Expenses: Non-college/university groups co-sponsored by a John Jay academic department or office will be charged for direct extraordinary expenses (maintenance, janitorial and /or security) incurred by the College in connection with the event.

Miscellaneous: The individual reserving space is responsible for submitting an Electronic Work Order for the room set-up prior to the event. It is the responsibility of the reserving party to attend any pre-event meetings. A link to the work order system (Archibus) is provided on the electronic confirmation users receive once the room has been booked by Linda Vonlumm. Organizer must insure that all arrangements (food, audio-visual services, insurance, etc.) are completed at least seven (7) working days prior to the events.

Items (including signs) may only be posted on easels, music stands or other free standing equipment and areas designated for that purpose. No items can be fastened / taped to walls, doors, glass and ceilings. Candles, open flames or other hazardous materials are prohibited.

Non-college groups should provide a description regarding the nature of their organization. Users are required to comply with all university and college rules and policies, and applicable local, state and federal laws.

Space/Room Inventory

<u>North Hall - 445 West 59th St.</u>	<u>Type of Room</u>	<u>Square Footage</u>	<u>Special Equipment</u>
1212N	Conference Room	472 Sq. ft	
1311N	Lecture Hall	2,378 Sq. ft. / Fixed Seating	
4302N	Lecture Hall	2,144 Sq. ft. / Fixed Seating	Smart Classroom**
Faculty & Staff Dining Room 2 nd Fl. (22041N)	Dining Room	1,193 Sq. ft	
Student Dining Room – 2 nd Fl. (2204N)	Special Events	5,324 Sq. ft	Wireless Internet Access
Multi Purpose Room – 2 nd Fl. (2200N)	Special Events	2,017 Sq. ft	Wireless Internet Access
Cyber Café/Rathskeller – 2 nd Fl. (22002N)	Computer Room	1,143 Sq. ft	Wireless Internet Access
Cyber Lounge – 2 nd Fl. (2306N)	Computer Room	1,082 Sq. ft. / Fixed Seating	Wireless Internet Access
<u>T-Building – 899 Tenth Ave.</u>	<u>Type of Room</u>	<u>Square Footage</u>	<u>Special Equipment</u>
Dance Studio – C Level	Classroom	1,065 Sq. ft.	
Theater – Main Lobby	Special Events	3,557 Sq. ft. / Fixed Seating	Fully Equipped
Theater Lobby	Special Events	1,069 Sq. ft	Fully Equipped
Gymnasia – 4 th Fl. (w/divider up)	Academic	13,771 Sq. ft	
Main Gymnasium	Academic	9,553 Sq. ft	
Auxiliary Gym	Academic	4,218 Sq. ft	
203T	Lecture Hall	898 Sq. ft. / Fixed Seating	Smart Classroom**
206/207T (double classroom)	Classroom	1,520 Sq. ft.	Smart Classroom**
206T	Classroom	760 Sq. ft	Smart Classroom**
207T	Classroom	760 Sq. ft.	Smart Classroom**
332T	Classroom	899 Sq. ft	Smart Classroom**
531T	Conference Room	454 Sq. ft	Wireless Internet Access
603T	Classroom	674 Sq. ft	Wireless Internet Access
610T	Conference Room	731 Sq. ft	Wireless Internet Access
620T	Conference Room	384 Sq. ft.	Wireless Internet Access
630T	Conference Room	1,329 Sq. ft.	Telephone jack, wireless internet access, projector and screen, and kitchen facilities (sink, microwave, range top, storage cabinets).
636.17T	Classroom	861 Sq. ft	Wireless Internet Access
702 Movie Lab Building	English Dept.	928 Sq. ft.	2 whiteboards, projector and screen
619 W. 54th St.	Conference Room		
<u>BMW Bldg 555 W. 57th St.</u>	<u>Type of Room</u>	<u>Square Footage</u>	<u>Special Equipment</u>
613 B	Training Room	1,094 Sq. ft.	Wireless Internet Access
614B	Training Rom	1,087 Sq. ft.	Wireless Internet Access
615/616B (moveable divider)	Conference Room*	1,731 Sq. ft.	Wireless Internet Access
615B	Conference Room*	864 Sq. ft.	Wireless Internet Access
616B	Conference Room*	867 Sq. ft.	Wireless Internet Access
<u>Westport - 500 West 56th St.</u>	<u>Type of Room</u>	<u>Square Footage</u>	<u>Special Equipment</u>
Tuscan Sun Grill/Lobby	Dining Hall	3,207 Sq. ft. net	Wireless Internet Access

* **Limited Availability**

** **Smart Classroom** - A "smart classroom" contains the following equipment:

1. A podium with the following:
 - Dell computer with a flat panel monitor mounted on an ergonomic monitor arm
 - a separate DVD/VHS combination player, an amplifier for sound projection
 - a switch (used so that the image can be seen on the computer monitor and projected simultaneously)
2. A ceiling mounted Epson projector
3. A manually operated wall-mounted screen, wall-mounted speaker system

SPACE RENTAL RATES

FACILITIES

RENTAL RATE (4 hour minimum)*

Small Conference Room	\$ 75.00 per hour
Room 610T (President's Conference Room)	\$100.00 per hour
Room 630T (Dining Room)	\$150.00 per hour
Classrooms	\$ 50.00 per hour
Double Classrooms	\$ 75.00 per hour
Small Lecture Hall (203T)	\$150.00 per hour
Large Lecture Hall (1311N, 4302N)	\$200.00 per hour
BMW Training Rooms	\$150.00 per hour
Student Cafeteria	\$250.00 per hour
Multi-Purpose Room	\$150.00 per hour
Student Cafeteria and Multi-Purpose Room	\$400.00 per hour
Tuscan Sun Grill	\$300.00 per hour

MOVIE/COMMERCIAL RENTAL RATES

\$475.00 per hour

GERALD W. LYNCH THEATER RENTAL

(Rate Sheet to follow on pg. 7)

***Note: The fixed rental rates listed above will be in effect even if the number of hours that the facility is utilized is less than the 4 hour minimum.**

DIRECT EXPENSES ASSOCIATED WITH RENTAL OF FACILITIES FOR OUTSIDE GROUP EVENTS ONLY (all staff expenses are 4 hour minimum).

Electrician	\$ 76.00 per hour
Maintenance (HVAC)	\$ 56.00 per hour
Laborers (set up and breakdown)	\$ 44.00 per hour
Custodial (clean up and trash removal)	\$ 24.00 per hour
Public Safety/Security	\$ 18.50 per hour
(# of guards required determined by Director of Public Safety)	

Audio/Visual Personnel (set up and removal) \$ 30.00 per hour
[hours for a/v personnel must include ½ hour prior to the event for set up of equipment and ½ hour after the event for removal of equipment]

Schedule of Commercial Rental Rates

Facility Rental Fee (*per hour, four hours minimum*) \$800.00
Rental of the theater, theater lobby, dressing rooms, and green room – doors open to doors closed; the facility rental fee includes front-of-house services such as a house manager, two ushers, and one custodian. Fireguard coverage and normal heating and air conditioning services are included. All in house lighting, audio, video, and soft good inventory is included. The piano and the dance floor are rented at an additional charge. All stage labor is billed separately.

Theater Lobby Rental Fee (*per hour, four hours minimum*) \$500.00
Rental of the theater lobby for up to one (1) hour; includes a house manager, one coat check attendant, and one usher.

Dressing Room Rental Only (*per hour, four hours minimum*) \$250.00
Rental of the theater dressing rooms for up to one (1) hour; Additional labor charges apply as the Wardrobe Supervisor must be hired at prevailing hourly rate.

Dark Day Fee (*per day*) \$2,000.00
Any day during a rental period of three or more days that has no activity scheduled. College holidays (listed below) are exempt from the dark day fee.

Beyond Operational Hours Surcharge (*per hour, in addition to the facility fee*) \$600.00
For any building occupancy between the hours of 12:00 Midnight and 7:00am, or on a College holiday (listed below).

Harlequin Cascade Reversible Dance Floor (*per day/ per week*) \$150.00/\$500.00
Rental of the theater's dance floor for up to one (1) day. Color options are Gray or Black.

Steinway D Piano Rental Fee (*per day/ per week*) \$250.00/\$600.00 + tuning fee
Usage of the theater's Steinway D concert grand piano.

Piano Tuning Fee (*for each tuning, subject to change*) \$150.00
Tuning of the theater's piano by an experienced technician. Arrangements must be made through the theater. A restoration tuning charge will be assessed if pitch is altered. Additional tunings (as needed) are at additional cost.

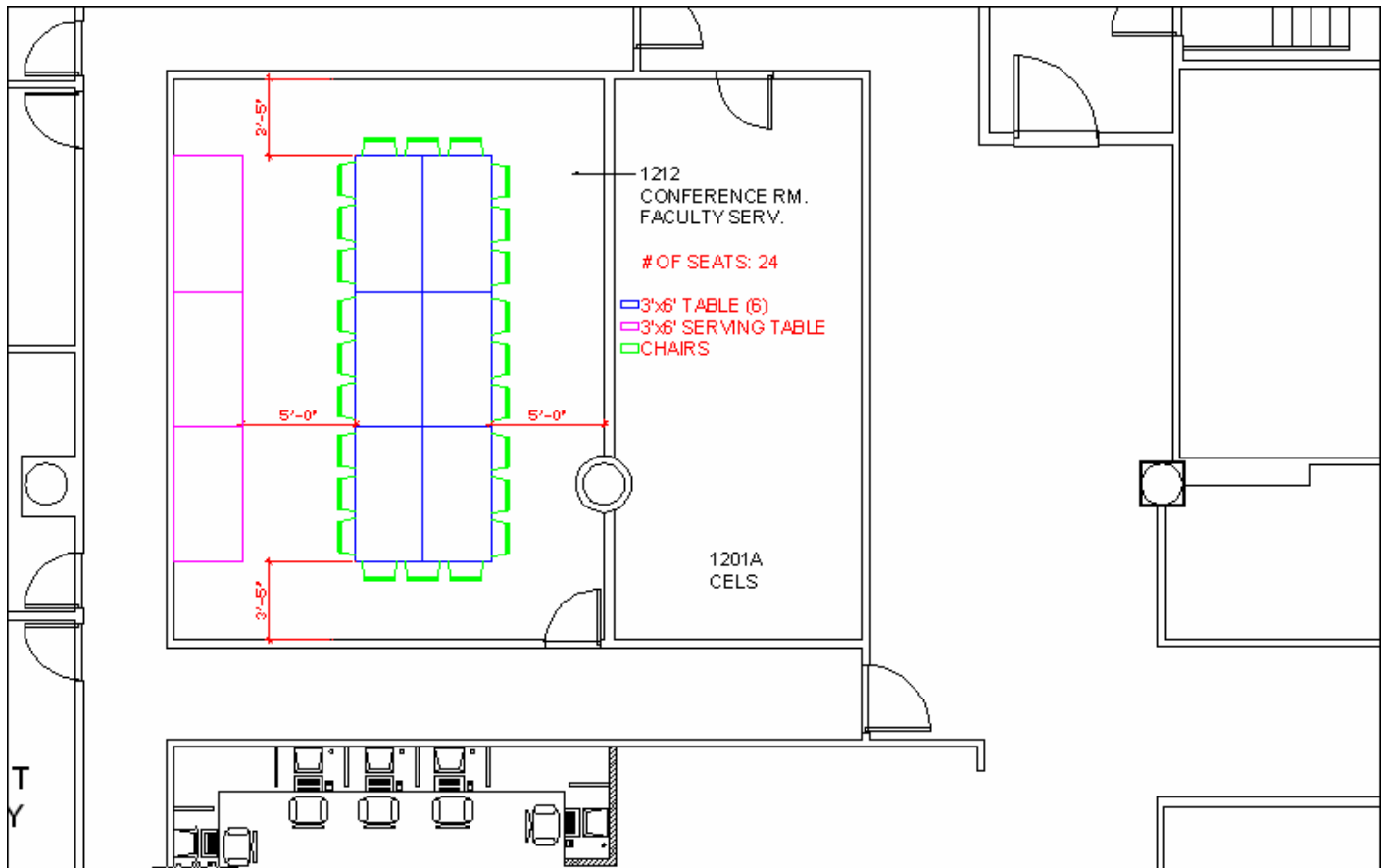
Standard Labor Rates:

Technical Director/ Assistant Technical Director	\$48.00 (<i>per hour</i>)
Lead Technician/House Technicians/ Wardrobe Supervisor	\$42.00 (<i>per hour</i>)
Technicians	\$37.50 (<i>per hour</i>)
House Manager	\$35.00 (<i>per hour</i>)
Usher or Coat Check Attendant	\$18.00 (<i>per hour</i>)
Custodian	\$15.00 (<i>per hour</i>)
Security Officer	\$20.00 (<i>per hour</i>)
Public Assembly Fire Guard (8am-midnight daily, other than holidays)	\$30.00 (<i>per hour</i>)

Room Descriptions

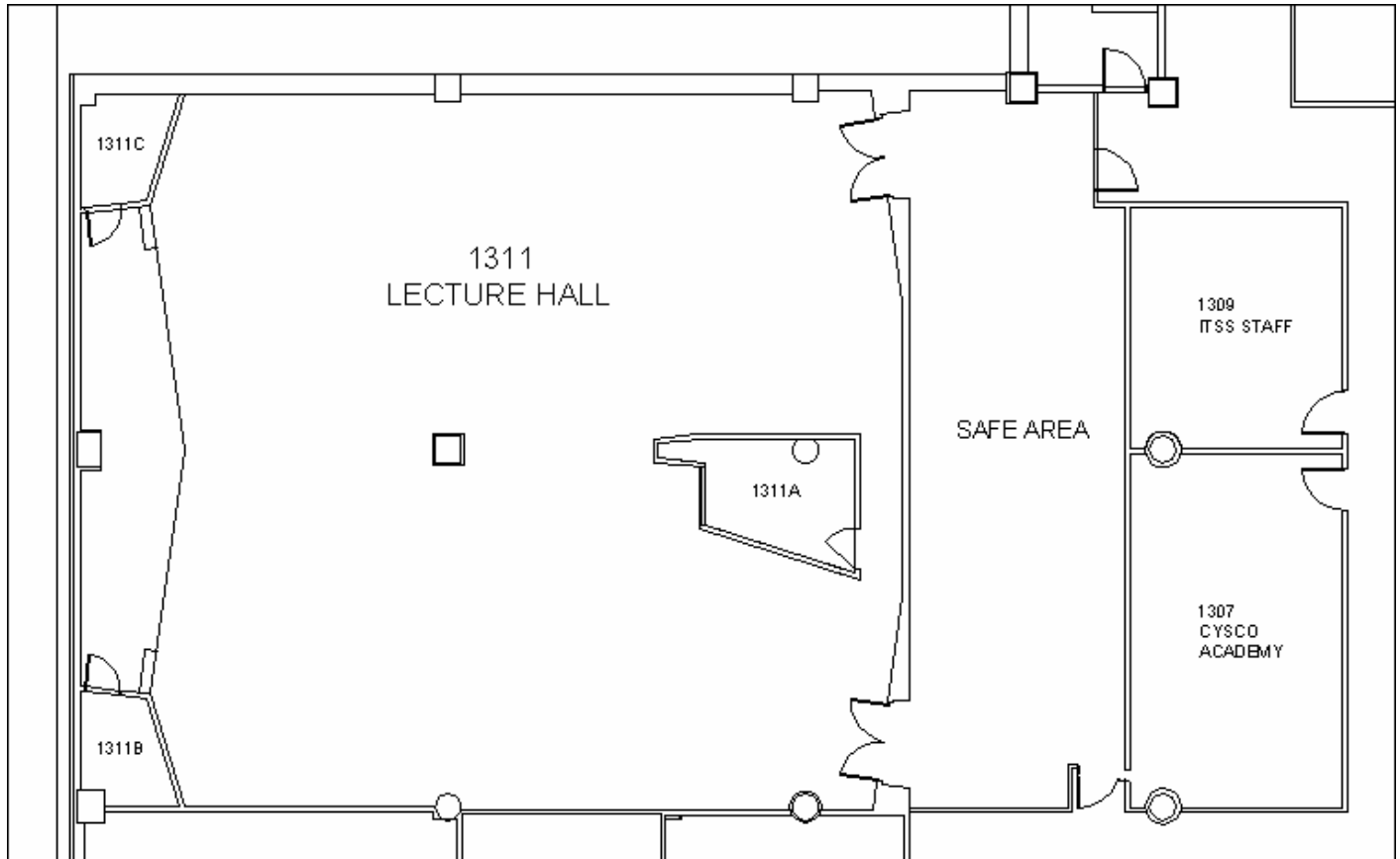
Room 1212N (Conference Room) – North Hall

1. For maximum seating capacity please see furniture layout.
2. Configuration is as follows:
 - 6 rectangular tables with 24 seats.
3. Conference Room is reserved by and under the responsibility of Student Activities and is used for club meeting and general student meetings.
4. Reserved by Department of Facilities Management on Saturday during normal building hours with overtime charged to user.



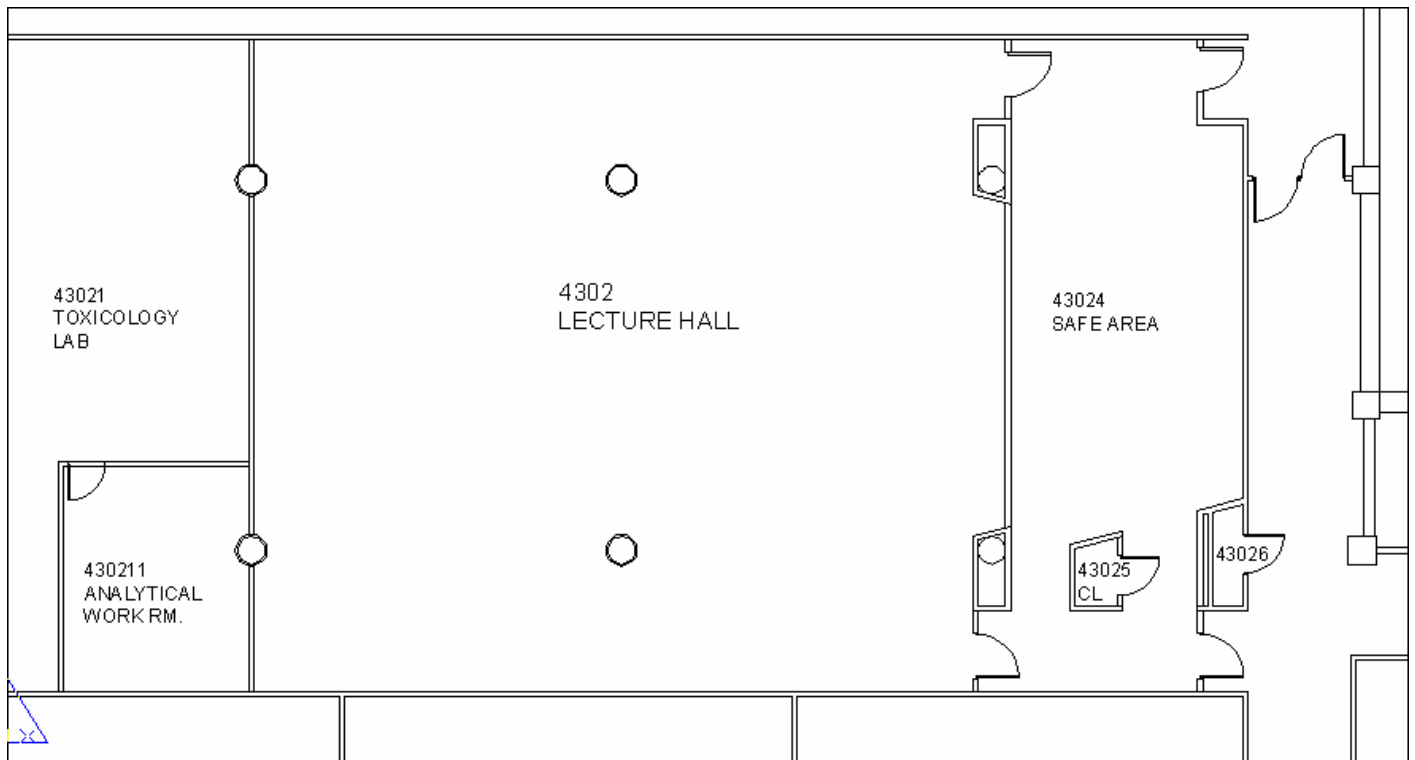
Room 1311N (Lecture Hall) – North Hall

1. Maximum seating of 195 persons.
2. Configuration is as follows:
 - Fixed seating.
 - Small stage.
 - Wheel chairs accessibility for 6 persons.
3. Lecture Hall is reserved by Department of Facilities Management Monday through Friday during normal building hours (7:00 a.m. to 11:00 p.m. and only after academic courses are scheduled).
4. Reserved by Department of Facilities Management on Saturday during normal building hours (9:00 a.m. to 3:15 p.m.) with overtime charged to user.
5. This room is equipped with an E-Podium.



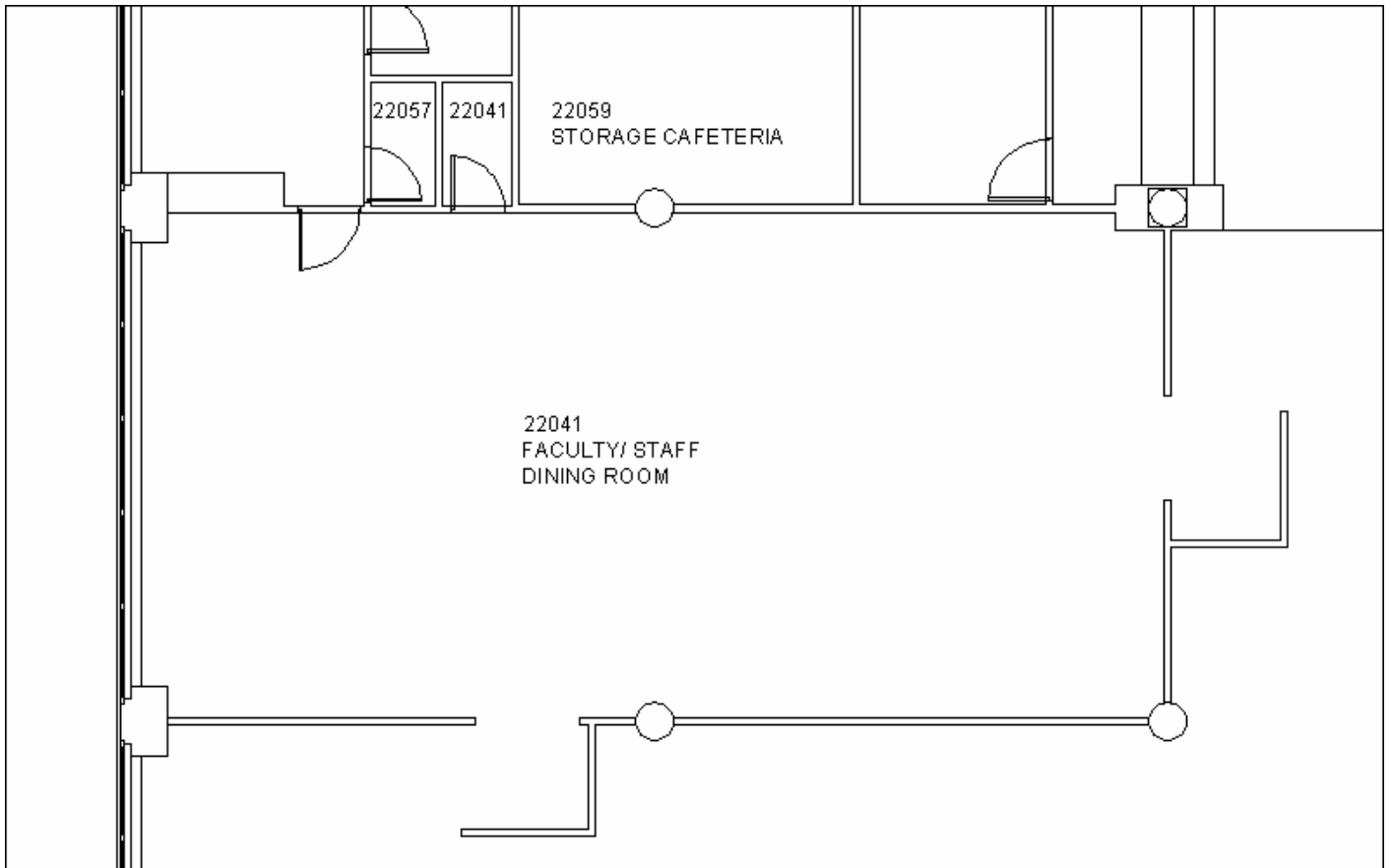
Room 4302N (Lecture Hall) – North Hall

1. Maximum seating of 168 persons (including area for wheel chairs).
2. Configuration is as follows:
 - Fixed seating of tablet arm chairs.
 - Room for 4 wheel chairs.
3. This Lecture Hall is scheduled by the Office of the Registrar (4113N, ext 8109) and used as a classroom Monday through Thursday and Saturday.
4. Lecture Hall is reserved by Department of Facilities Management on weekdays after classes are completed and during normal building hours (7:00 a.m. to 11:00 p.m.) on Friday.
5. Reserved by Department of Facilities Management on Saturday only after classes are completed with overtime charged to the user.
6. Lecture Hall is equipped with an E-Podium.



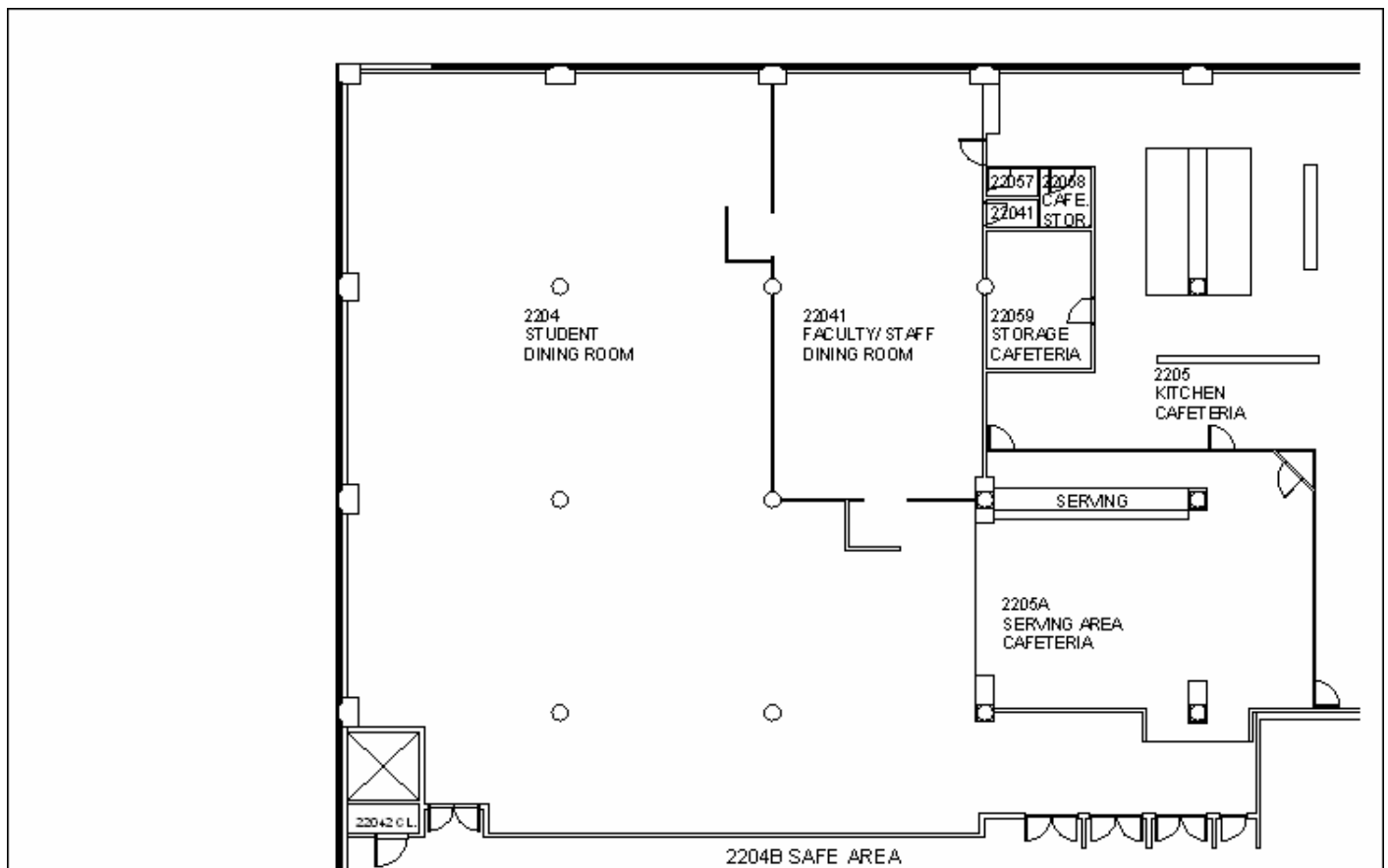
Faculty and Staff Dining Room - 2nd Floor North Hall

1. Maximum seating capacity 52 persons.
2. No changes to the configuration. Must be used **as is** for all scheduled activities.
3. All special requests for its use must be submitted to Department of Facilities Management.
4. Used for faculty and staff luncheons and as a lounge Monday through Thursday.



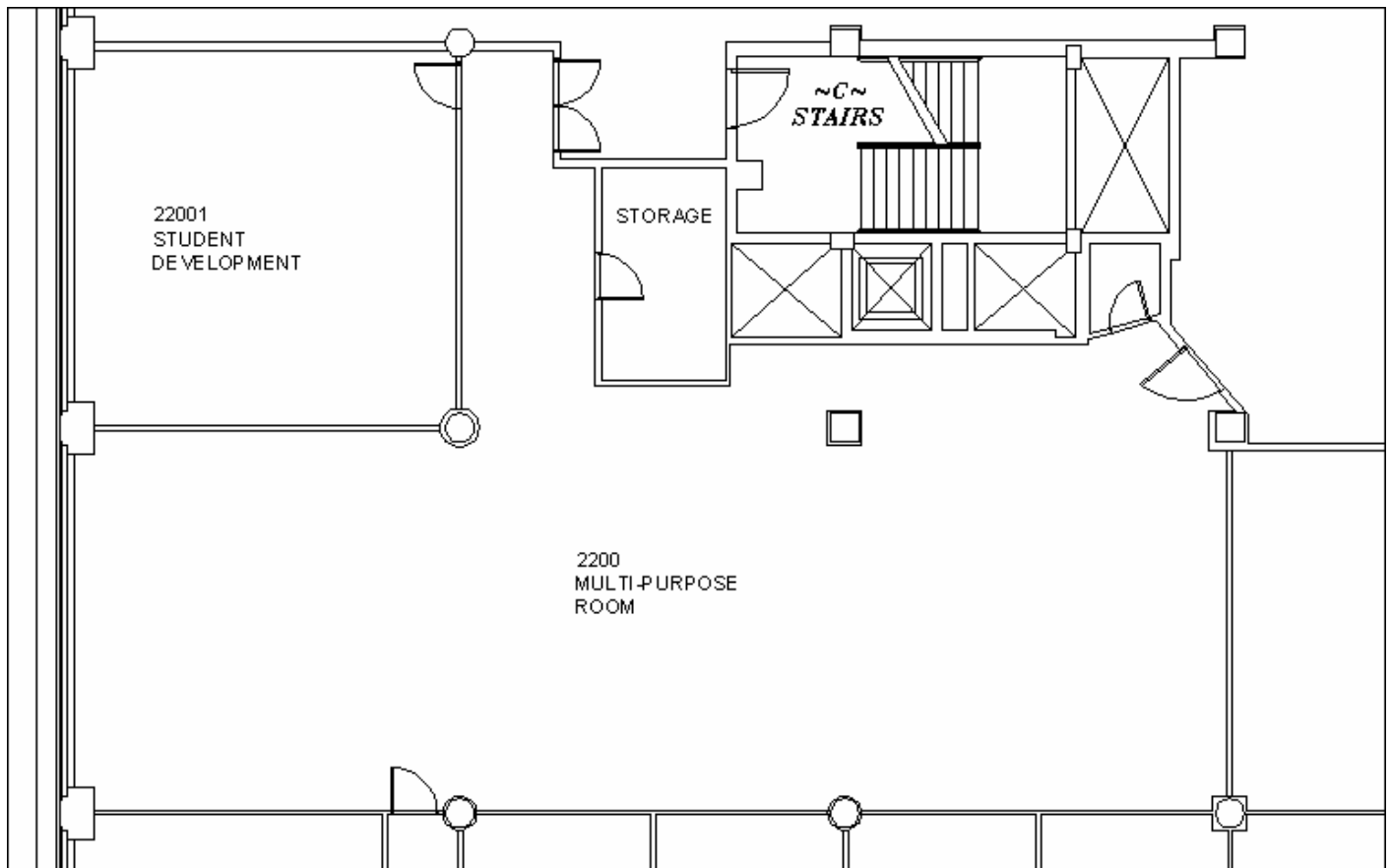
Student Dining Room – 2nd Floor North Hall

1. For maximum seating capacity please see furniture layouts.
2. Click below for different configurations:
 - For round tables with stage setup see layouts 1 and 2.
 - For theater style set up see layout 3
3. The Cafeteria is reserved by Department of Facilities Monday through Friday during normal building hours (7:00 a.m. to 11:00 p.m.). Available on Saturday during normal building hours (9:00 a.m. to 3:15 p.m.) with overtime charged to the user.
4. Used for receptions, conferences and student functions.



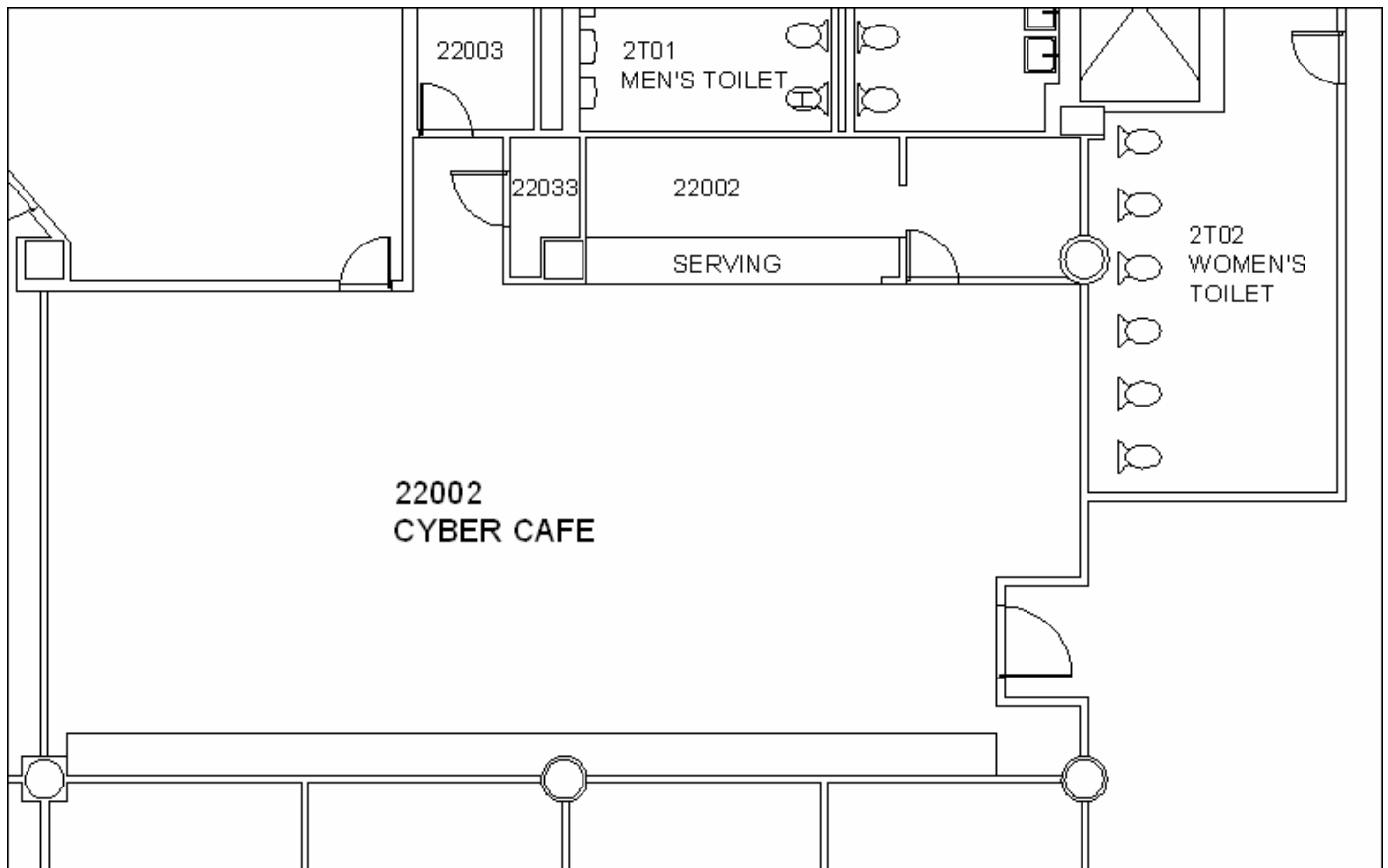
Multi-Purpose Room – 2nd Floor North Hall

1. For maximum seating capacity please see furniture layouts.
2. Click below for different configurations:
 - For round tables setup see layout 1.
 - For theater style setup see layouts 2 and 3.
3. The room is reserved by Department of Facilities Management Monday through Friday during normal building hours (7:00 a.m. to 11:00 p.m.). Available on Saturday during normal building hours (9:00 a.m. to 3:15 p.m.) with overtime charged to the user.
4. Used for luncheons, breakfast meeting, town meetings, conferences, and receptions.



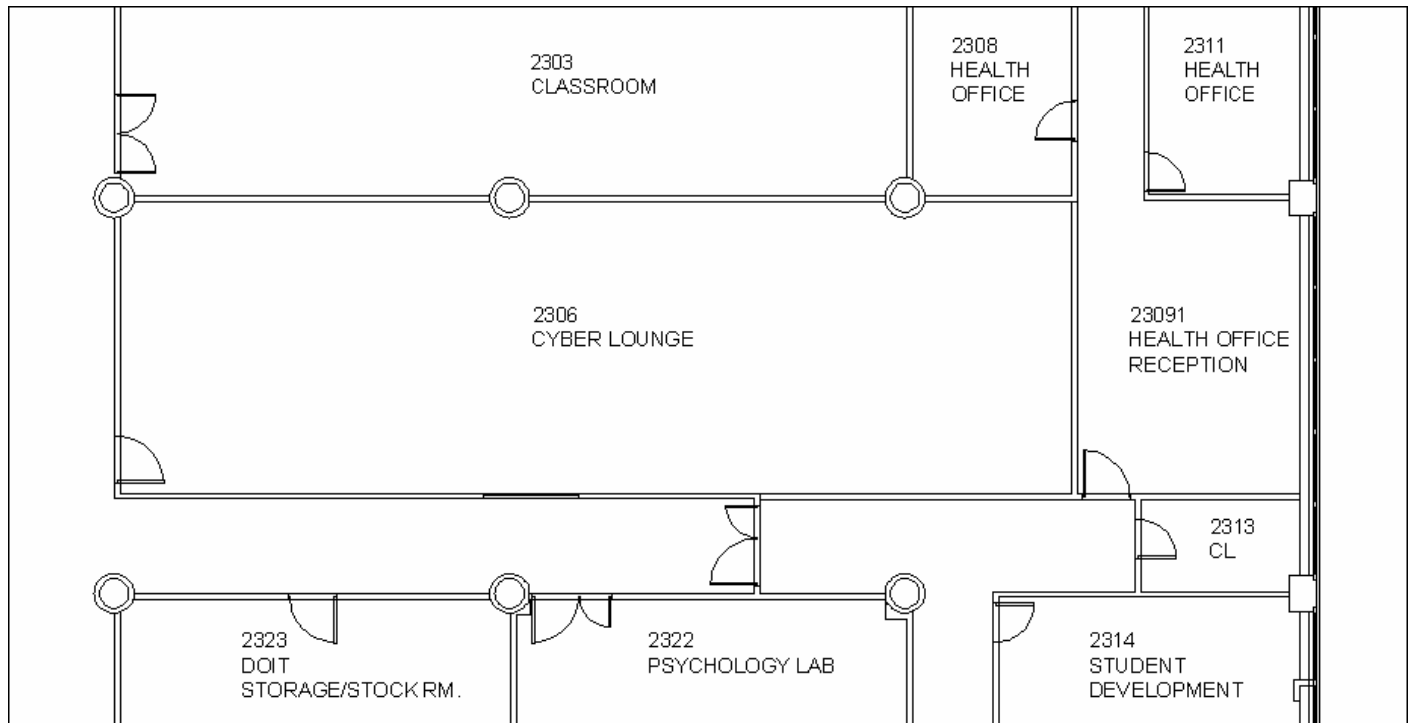
Cyber Café/Rathskeller (Computer Room) – 2nd Floor North Hall

1. For maximum seating capacity please see furniture layouts.
2. Click below for different configurations:
 - For rectangular tables setup see layout 1.
 - For round tables setup see lay out 2.
 - For theater style setup see lay out 3.
3. All requests go to Bill Pangburn, Director of Instructional Technology and Support Services, Room 1310N. ext 8204.



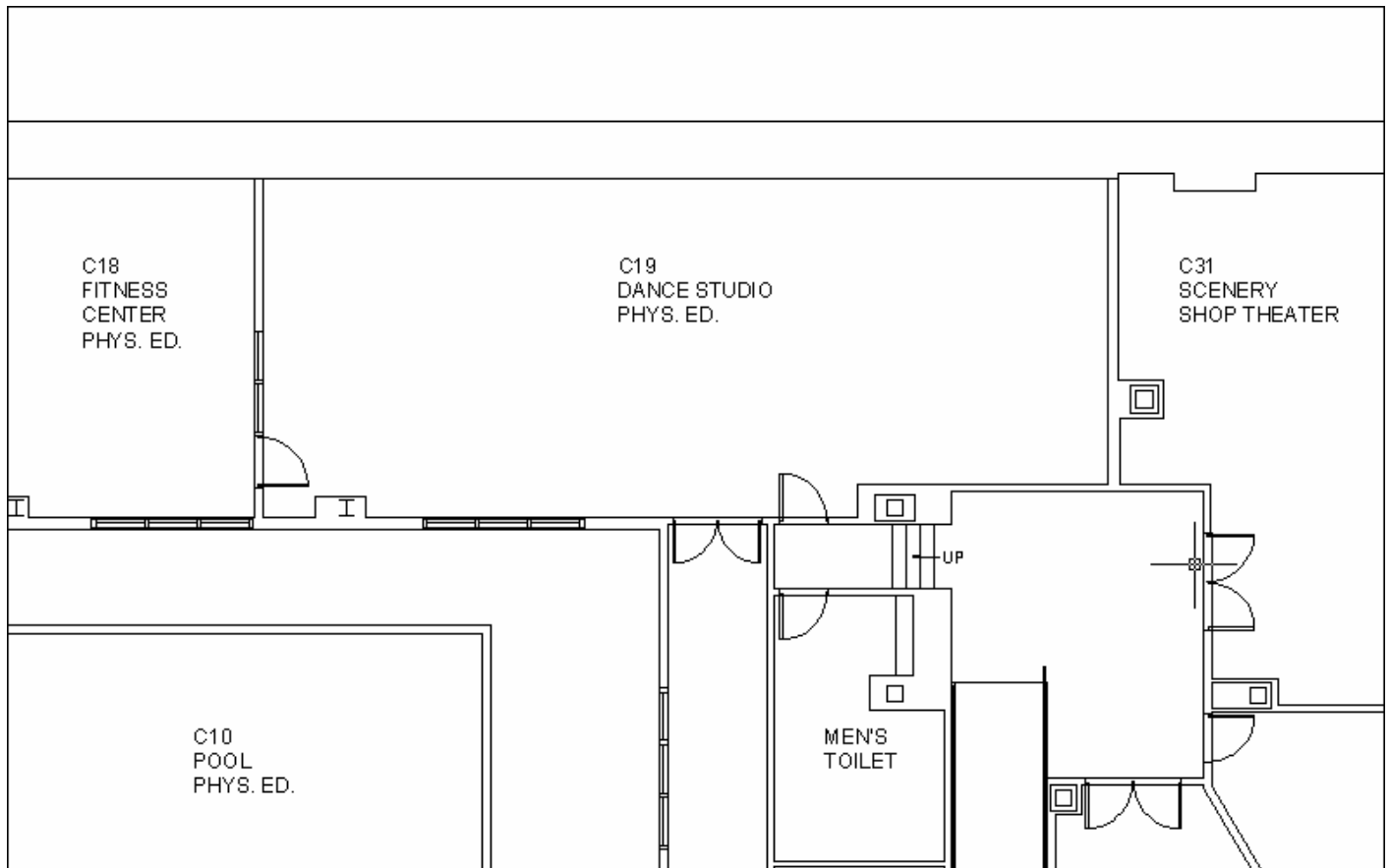
Cyber Lounge (Computer Room) – 2nd Floor North Hall

1. Maximum seating of 40 persons.
2. Configuration is as follows:
 - Fixed seating
3. All requests go to Bill Pangburn, Director of Instructional Technology and Support Services, Room 1310N at ext, 8204.



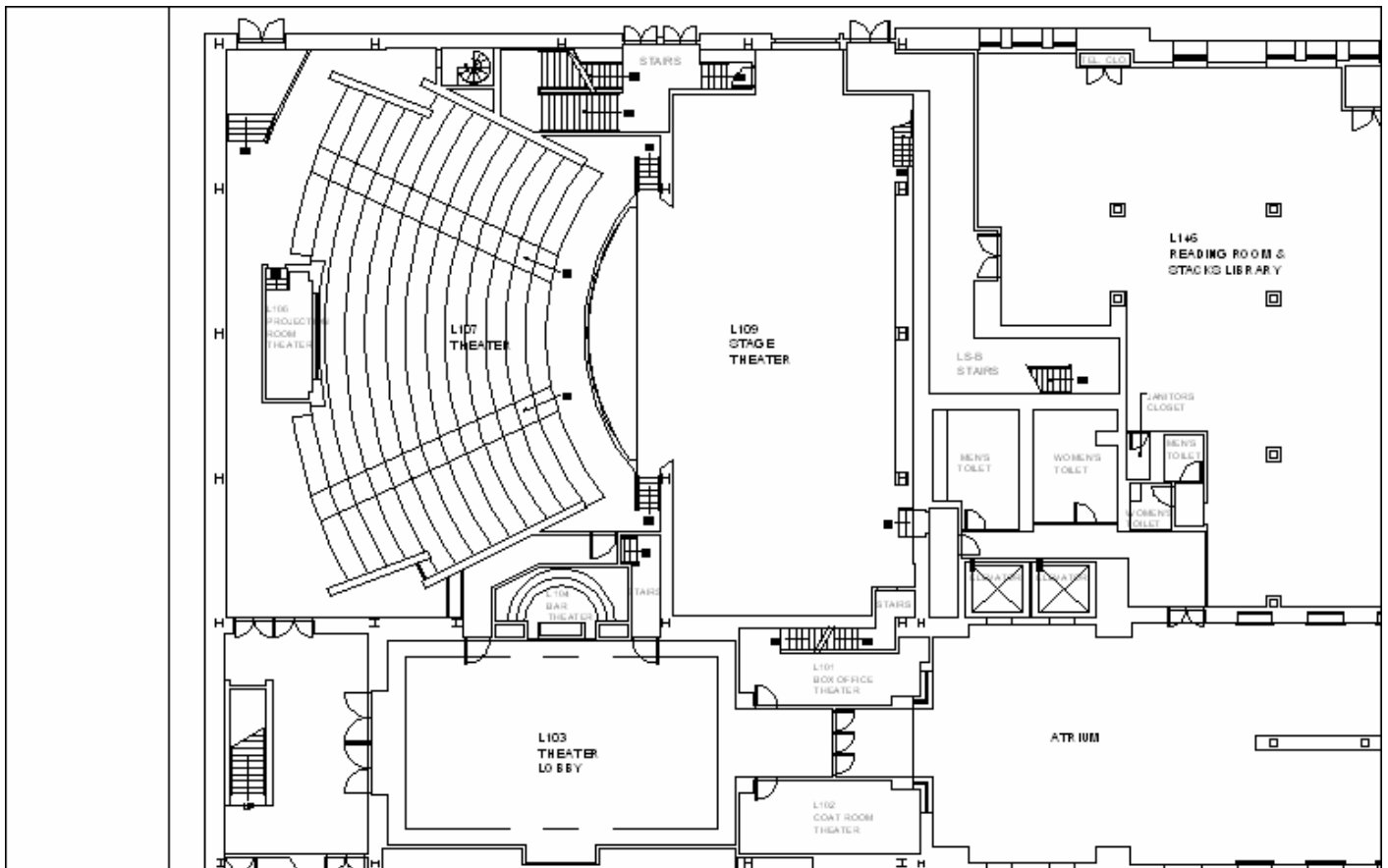
Dance Studio – C-Level T- Building (899 Tenth Ave.)

1. For maximum seating capacity please see furniture layouts.
2. Click below for different configurations:
 - For round tables setup see layout 1.
 - For theater style setup see layout 2.
3. All academic scheduling for Dance Studio is under the responsibility of the Physical Education Department. Contact Kimberly Tatro, Director of Facilities, 421T x 8399.
4. Requests for non-academic use of the dance studio and requests from outside groups must be submitted to the Department of Facilities Management.
5. Mats are required if tables and chairs are used.



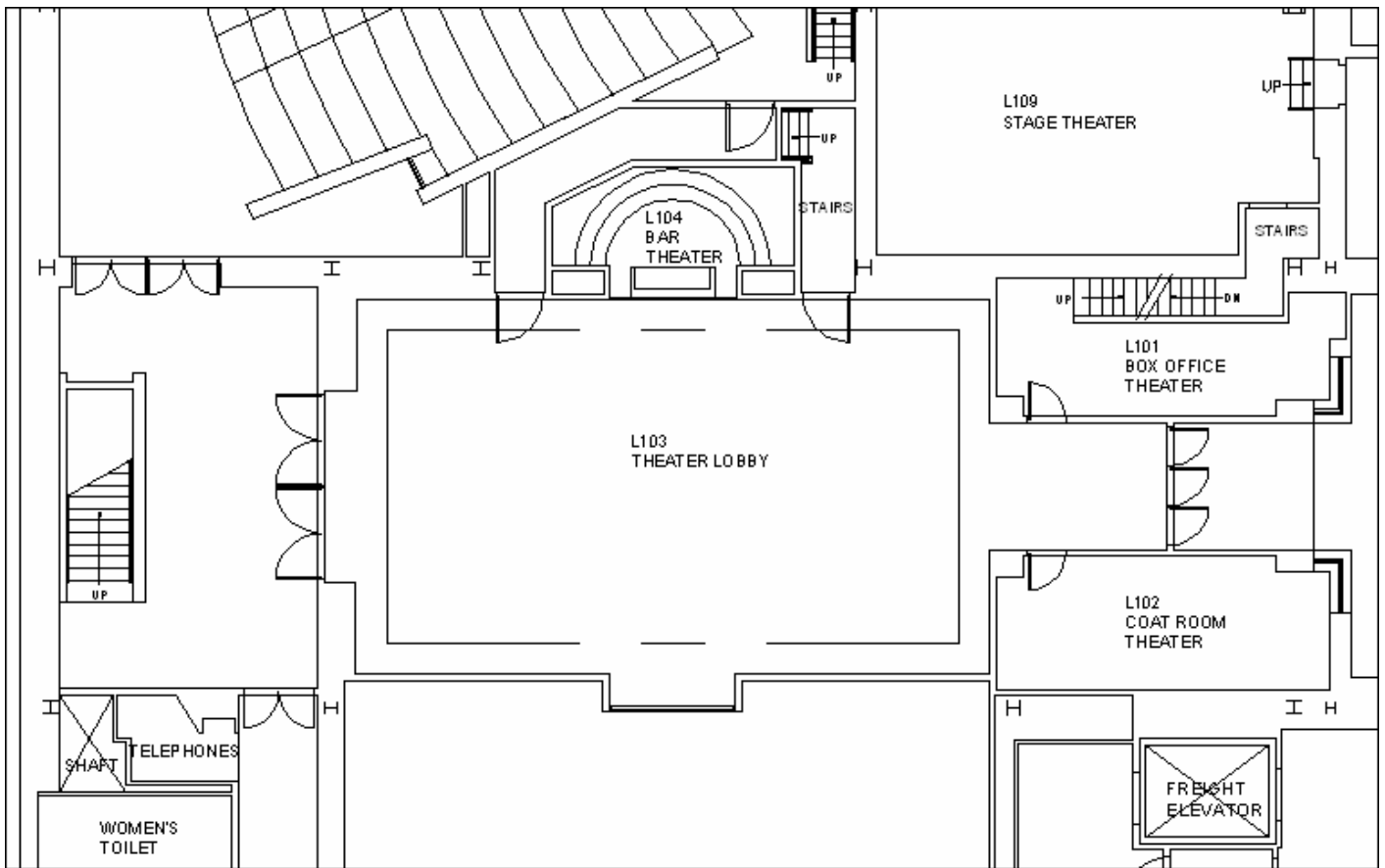
Theater – T- Building Main Lobby (899 Tenth Ave.)

1. Maximum seating of 605 persons.
2. Configuration is as follows:
 - Fixed seating.
 - Wheel chair accessibility for 5 persons.
 - Balcony seating of 180 persons with no wheel chair accessibility.
 - Lower level seating of 425 persons with wheel chair accessibility for 5 persons.
3. Requests for the use of the John Jay College Theater from the John Jay College Community must be submitted to Department of Facilities. The request is then submitted to the Managing Director of the Theater and the SVP for Finance & Administration for availability and approval.
4. Outside clients should contact the Managing Director of the Theater, Johanna Carlin at 212-237-8359. lobby level x 8157.
5. Reserved for conferences, performances, seminars, graduations and large meetings.



Theater Lobby – T- Building (899 Tenth Ave.)

1. For maximum seating capacity please see furniture layouts.
2. Click below for different configurations:
 - For rectangular tables setup see layout1.
 - For round tables setup see layouts 2 and 3.
 - For theater style setup see layouts 4 through 7.
3. Requests for the use of the theater lobby from the John Jay College Community must be submitted to Department of Facilities Management. The request is then submitted to the Managing Director of the Theater for availability.
4. Outside clients go directly to the Managing Director of the Theater, Johanna Carlin at 212-237-8359. lobby level x 8157.
5. Cannot be reserved if theater is in use.
6. Reserved for receptions (dining), lectures, and press conferences.



Gymnasia – 4th Floor T-Building (899 Tenth Ave.)

1. For maximum seating capacity please see furniture layouts.

Main Gym

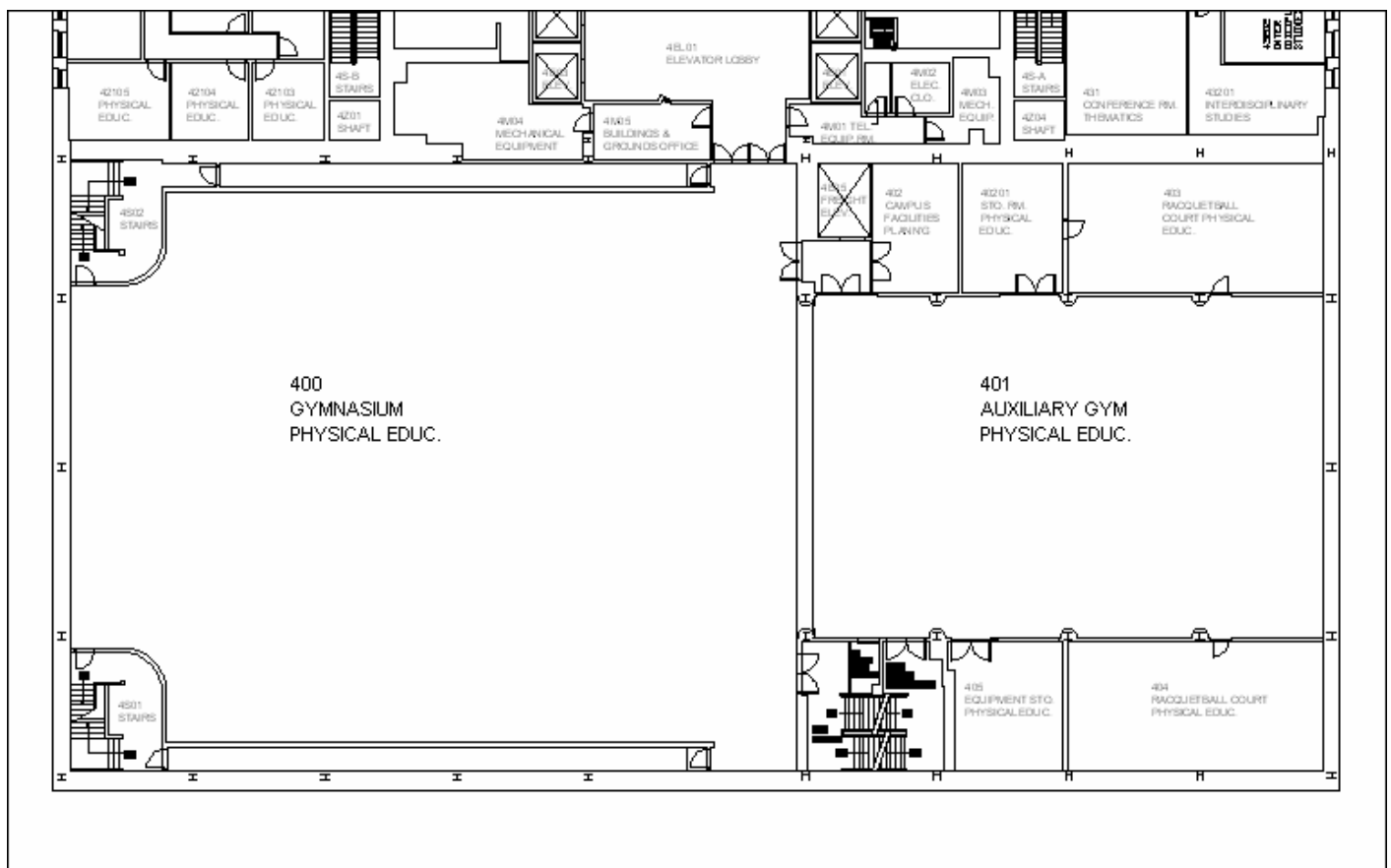
Click below for different configurations

- For rectangular tables setup see layouts 1 and 2.
- For round tables setup see layout 3.
- For theater style setup with stage see layouts 4 and 5.

Auxiliary Gym

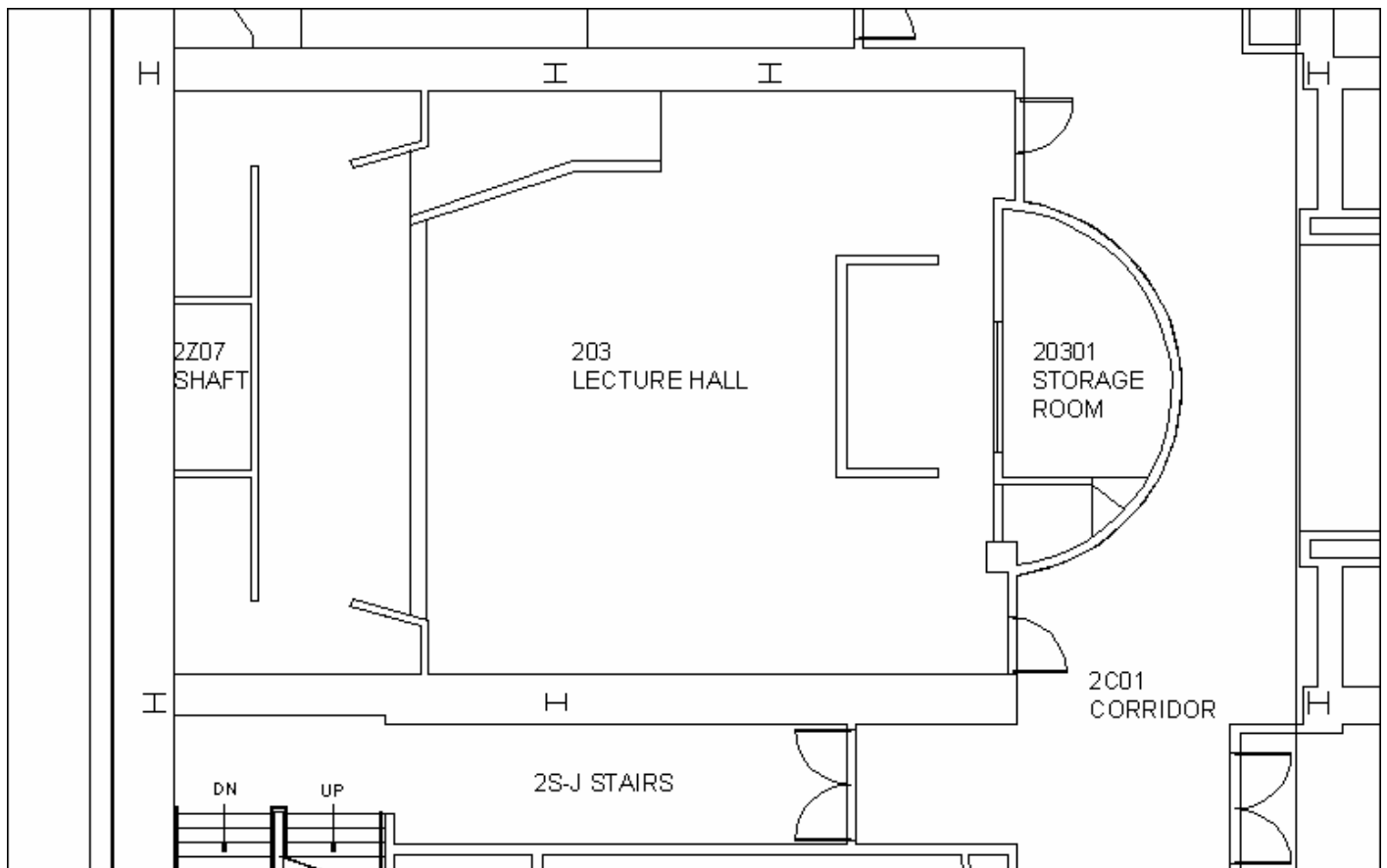
Click below for different configurations

- For rectangular tables setup see layout 1.
 - For round tables setup see layouts 2 through 6.
 - For theater style setup with stage see layout 7.
2. All in-house and outside client requests for the use of either gymnasium for non-academic events must be submitted to Department of Facilities Management and will be forwarded to the Physical Education Department for availability and approval.
 3. Academic classes and scheduling of sporting events for the gymnasia are the responsibility of the Physical Education Department, Kimberly Tatro, Director of Facilities, 421T x 8399.



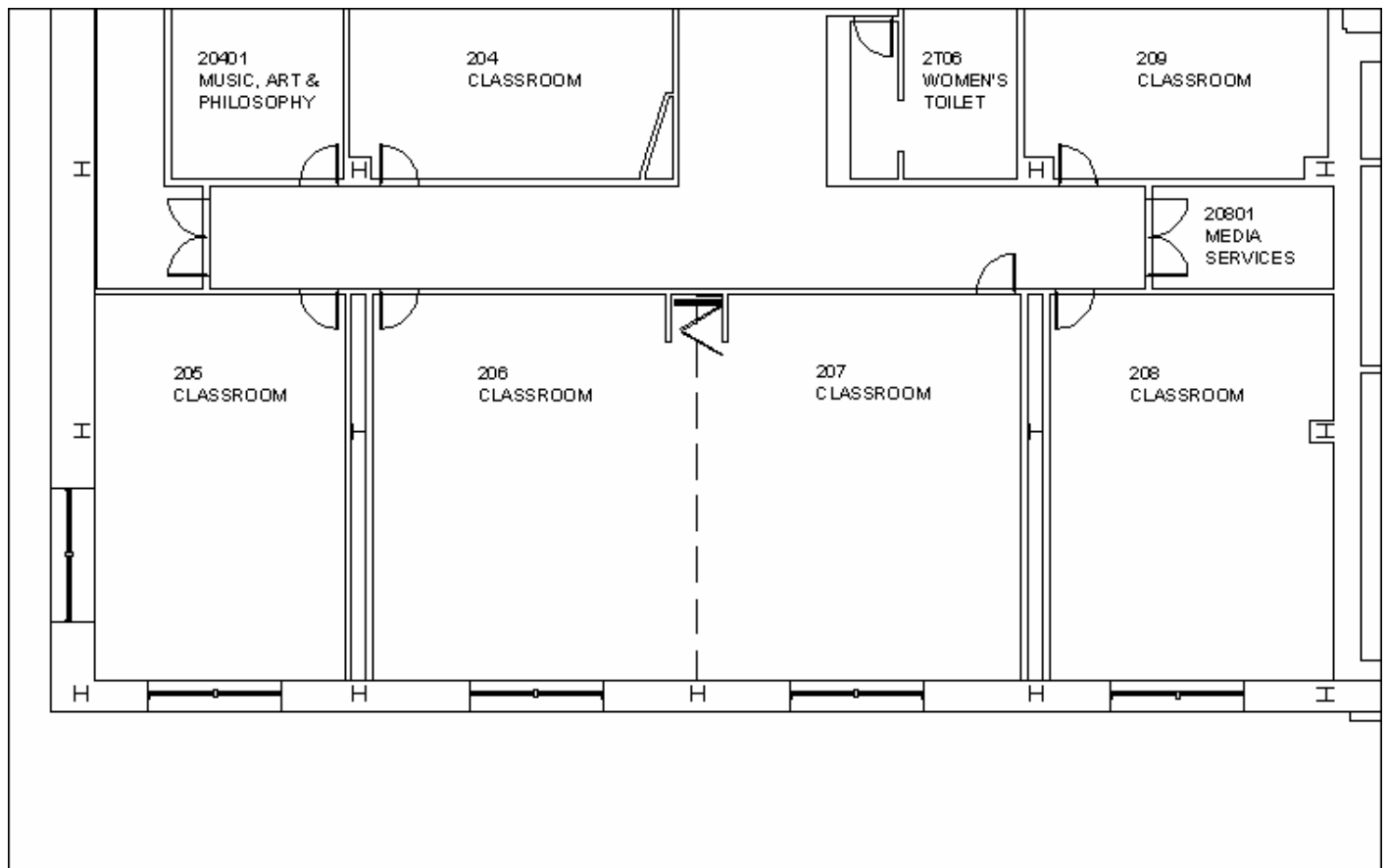
Room 203T- T-Building (899 Tenth Ave.)

1. Maximum seating of 80 persons.
2. Configuration is as follows:
 - Fixed seating.
 - Small stage.
 - Wheel chair accessibility for 4 persons.
3. Lecture Hall serves as a classroom Monday through Thursday. Reserved by Department of Facilities Management on Friday during normal building hours (7:00 a.m. to 11:00 p.m., Saturday and Sunday during normal building hours (9:00 a.m. to 3:15 p.m.) and only after academic classes are completed. Available on Saturday and Sunday with overtime charged to the use.
4. This room is equipped with an E-Podium.



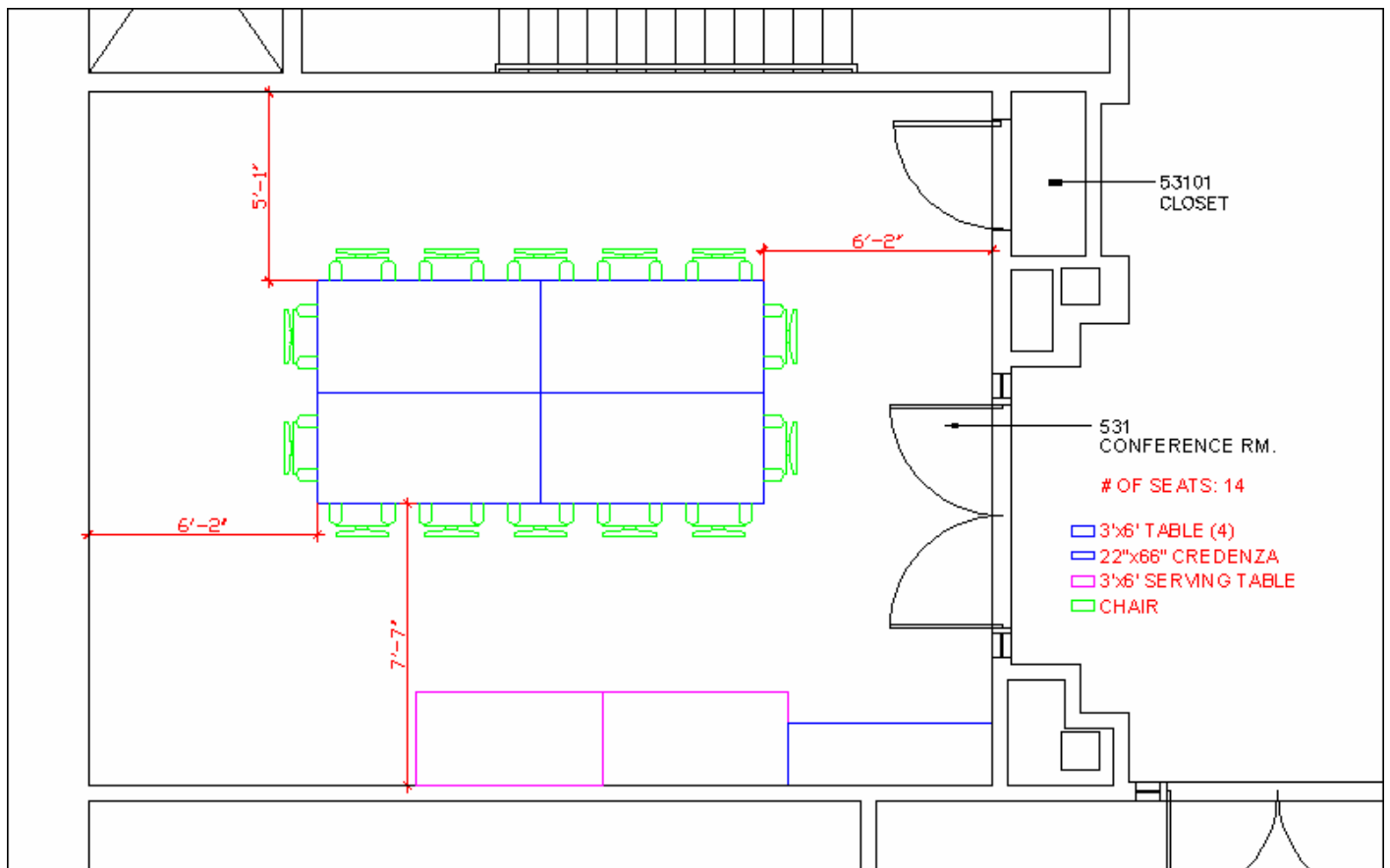
Classroom 206/207T- T-Building (899 Tenth Ave.)

1. Maximum seating of 80 persons.
2. Configuration is as follows:
 - This room is a double classroom with seating of 80 tablet arm chairs.
3. Classroom is reserved for academic classes by the Office of the Registrar Monday through Thursday. Classroom is reserved by Department of Facilities Management on Friday during normal building hours (7:00 a.m. to 11:00 p.m.) and Saturday and Sunday during normal building hours (9:00 a.m. to 3:15 p.m.), only after academic classes are completed with overtime charged to the user.



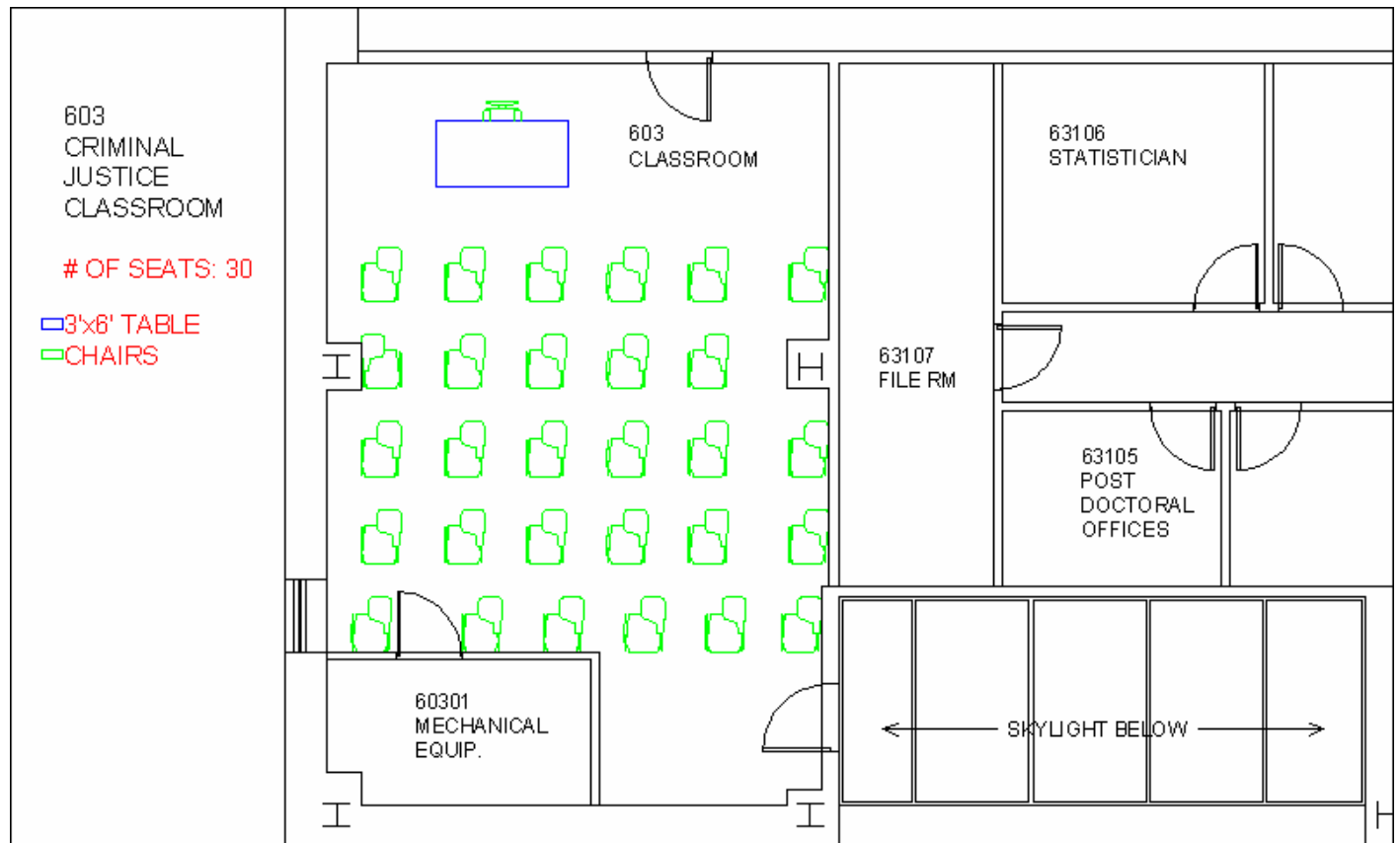
Room 531T- T- Building (899 Tenth Ave.)

1. Maximum seating of 18 persons.
2. Configuration is as follows:
 - 4 rectangular tables with 18 seats.
3. Conference room is reserved by Department of Facilities Management Monday through Friday during normal building hours (7:00 a.m. to 11:00 p.m.). Available on Saturday and Sunday during normal building hours (9:00 a.m. to 3:15 p.m.) with overtime charged to the user.
4. Used for general meetings.



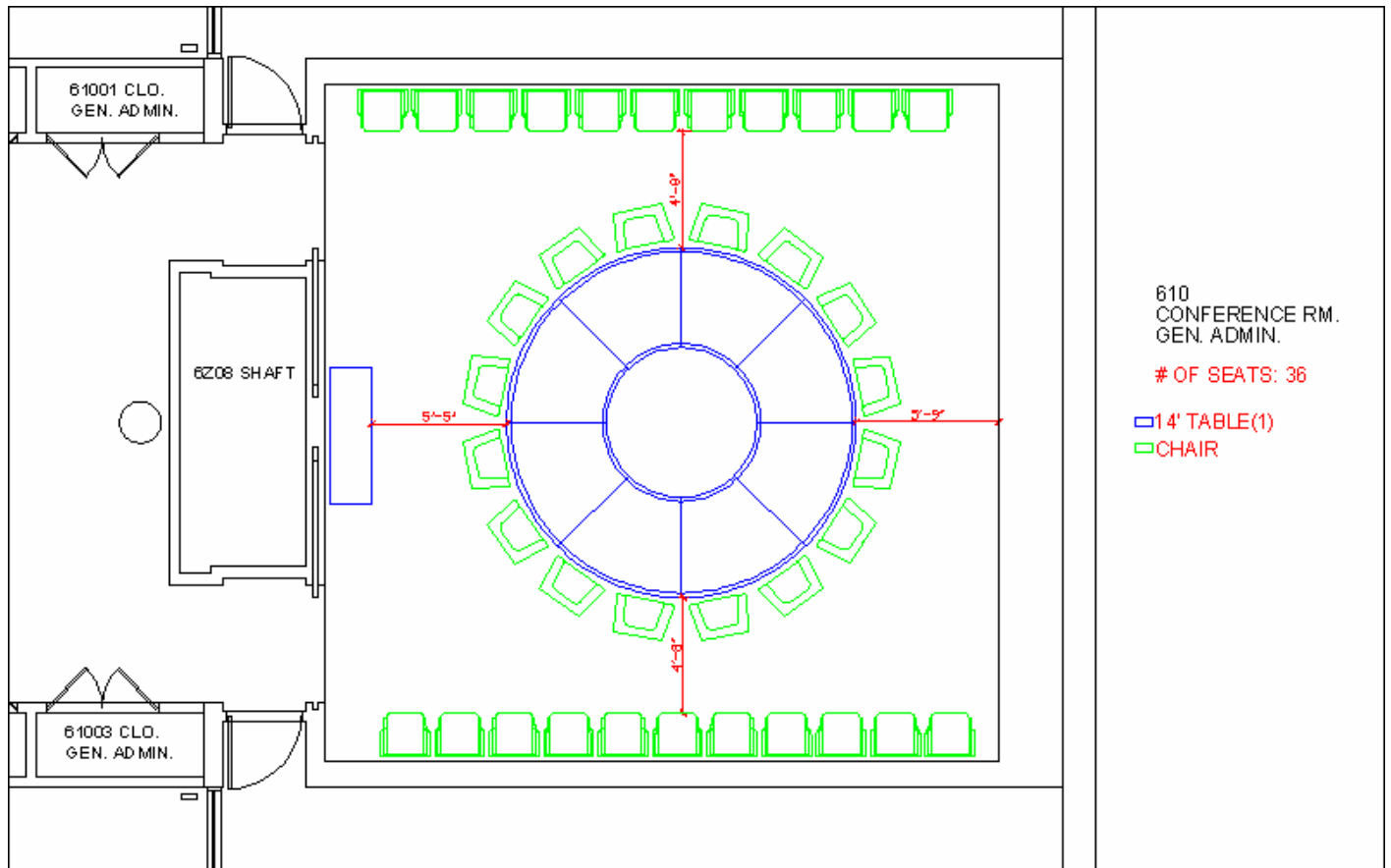
Room 603T- T-Building (899 Tenth Ave.)

1. Maximum seating of 30 persons.
2. Configuration is as follows:
 - Seating of 30 tablet arm chairs.
3. Room is reserved by Department of Facilities Management during normal building hours (7:00 a.m. to 11:00 p.m.) Monday through Friday. Available on Saturday and Sunday during normal building hours (9:00 a.m. to 3:15 p.m.) with overtime charged to the user.
4. Room is equipped with internet accessibility.



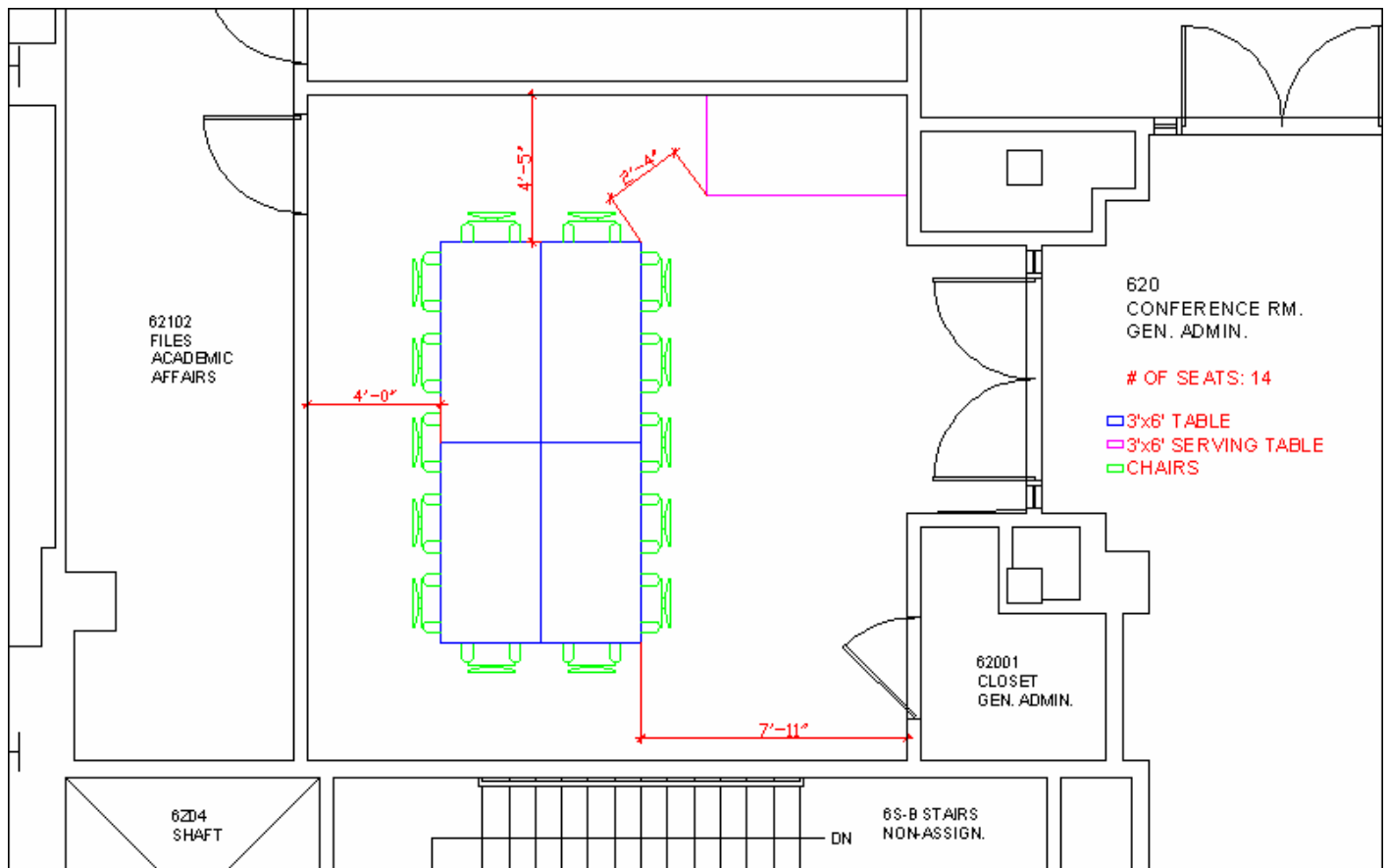
Room 610T – T-Building (899 Tenth Ave.)

1. Maximum seating of 36 persons.
2. Configuration is as follows:
 - Round table with 16 seats and additional seating (20 seats) around the perimeter of the room and room for refreshments.
3. Conference room is reserved by Department of Facilities Management during normal building hours (7:00 a.m. to 11:00 p.m.) Monday through Friday. Available on Saturday and Sunday during normal building hours (9:00 a.m. to 3:15 p.m.) with overtime charged to the user.
4. Used for Presidential cabinet meetings, P&B meetings, and general meeting requests.
5. Room is equipped with telephone jack and wireless internet access.



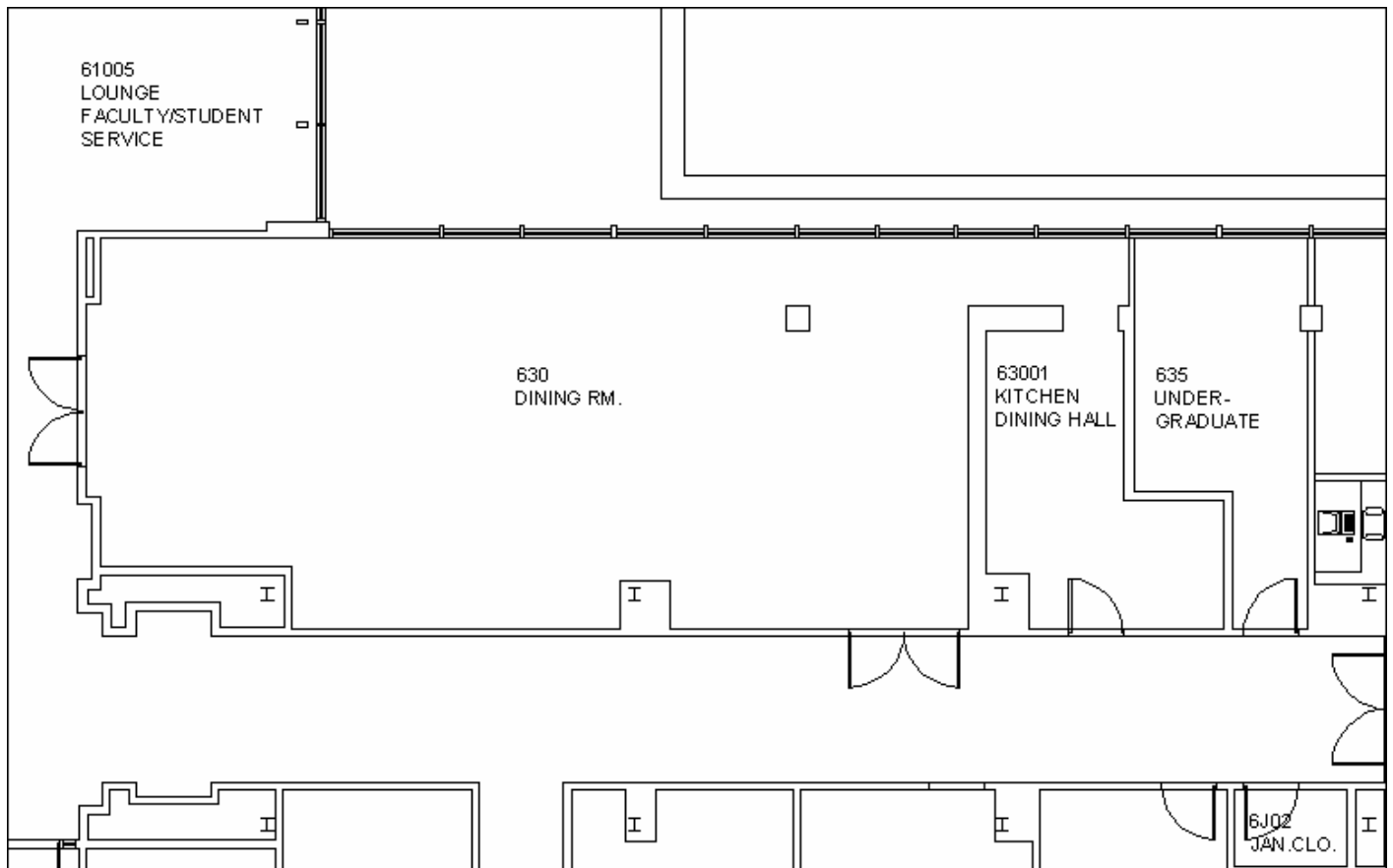
Room 620T – T-Building (899 Tenth Ave.)

1. Maximum seating of 14 persons.
2. Configuration is as follows:
 - Large oval table with 14 seats.
3. Conference room is reserved by The Office of the Provost during normal building hours Monday through Friday (7:00 a.m. to 11:00 p.m.). Available on Saturday and Sunday during normal building hours (9:00 a.m. to 3:15 p.m.) with overtime charged to the user and with authorization from the Office of the Provost.
4. Generally used for P&B Committee meetings and is the P&B record room during the semester.



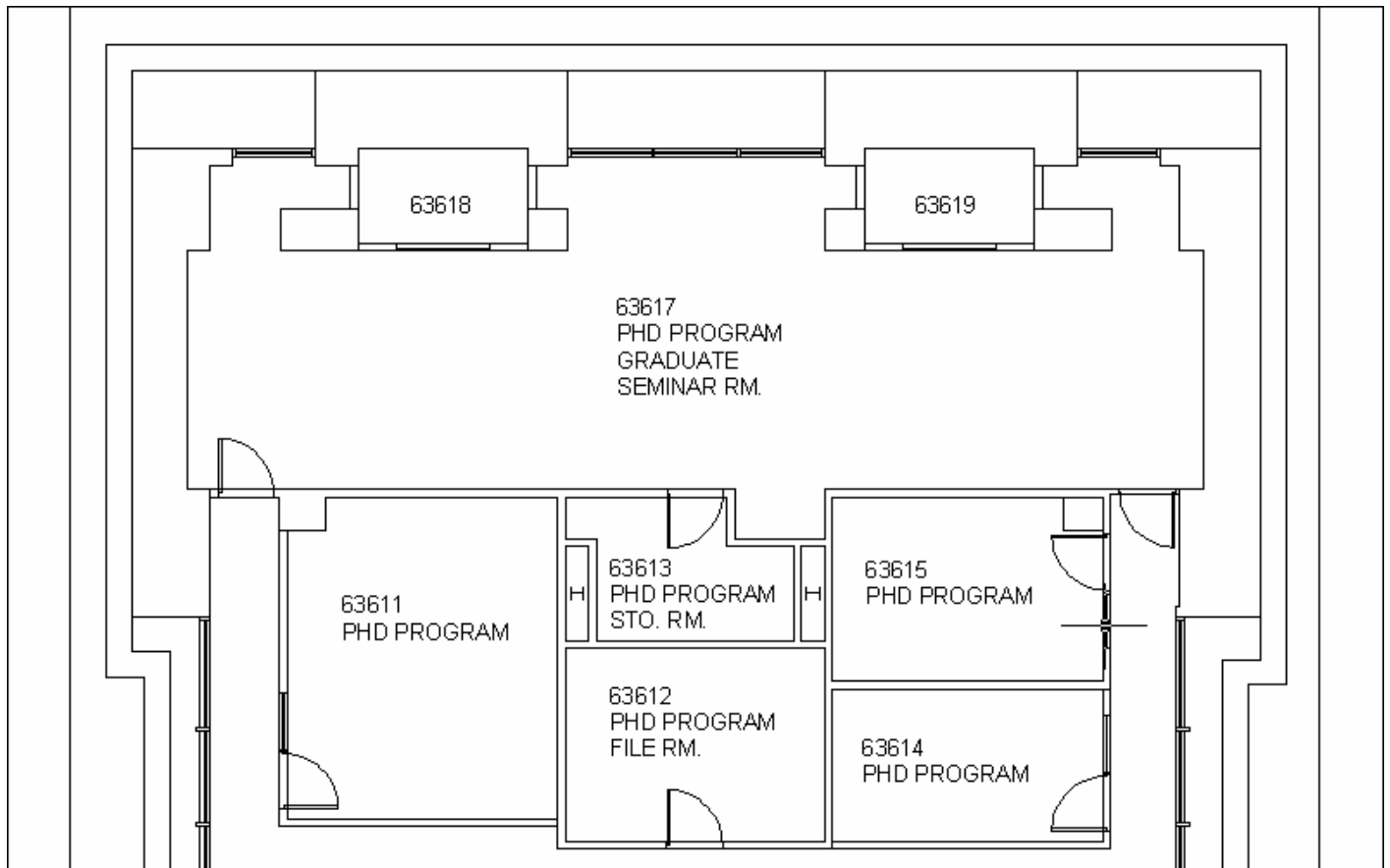
Room 630T T –Building (899 Tenth Ave.)

1. For maximum seating capacity please see furniture layouts.
2. Click below for different configurations:
 - For rectangular tables setup see layouts 1 and 2.
 - For round tables setup see layout 3.
 - For theater style setup see layouts 4 and 5.
3. Conference room is reserved by Department of Facilities Management during normal building hours Monday through Friday (7:00 a.m. to 11:00 p.m.). Available on Saturday and Sunday during normal building hours (9:00 a.m. to 3:15 p.m.) with overtime charged to user.
4. Room has telephone jack, wireless internet access, pre-installed projector and screen, and kitchen facilities (sink, microwave, ice machine, range top, storage cabinets).



Room 636.17T – T-Building (899 Tenth Ave.)

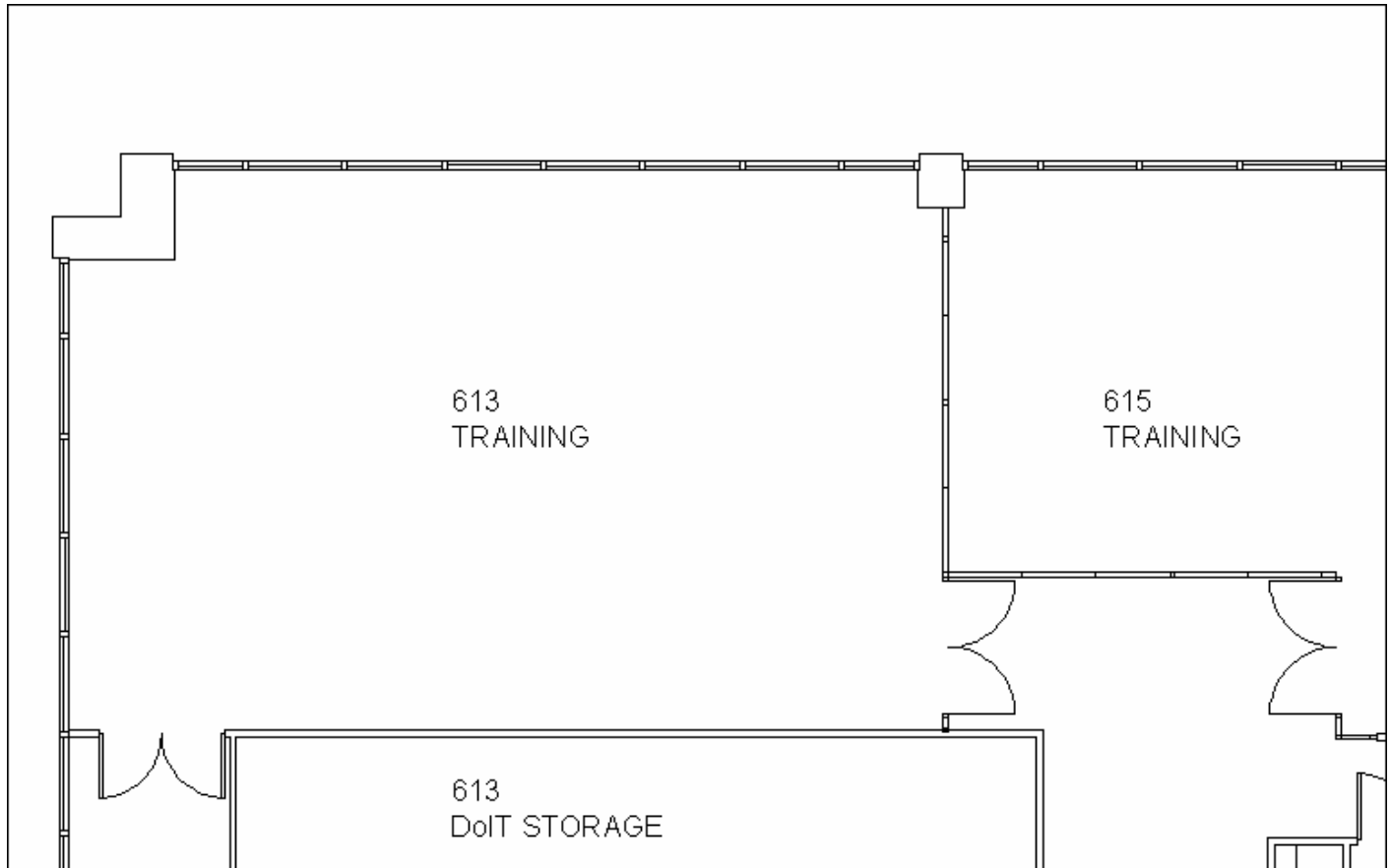
1. For maximum seating capacity please see furniture layouts.
2. Click below for different configurations:
 - For rectangular tables setup see layout 1.
 - For round tables setup see layout 2.
 - For theater style setup see layout 3.
3. The room may be reserved Monday through Friday during normal building hours (7:00 a.m. to 11:00 p.m.) through the Office of the Doctoral Program in Criminal Justice.
4. May be reserved Saturday and Sunday during normal building hours (9:00 a.m. to 3:15 p.m.) through the Department of Facilities Management with approval on a case by case basis and with the authorization of the Office of the Doctoral Program in Criminal Justice.



Room 613 (Training Room) BMW Building

This room is mostly used for Training Programs.

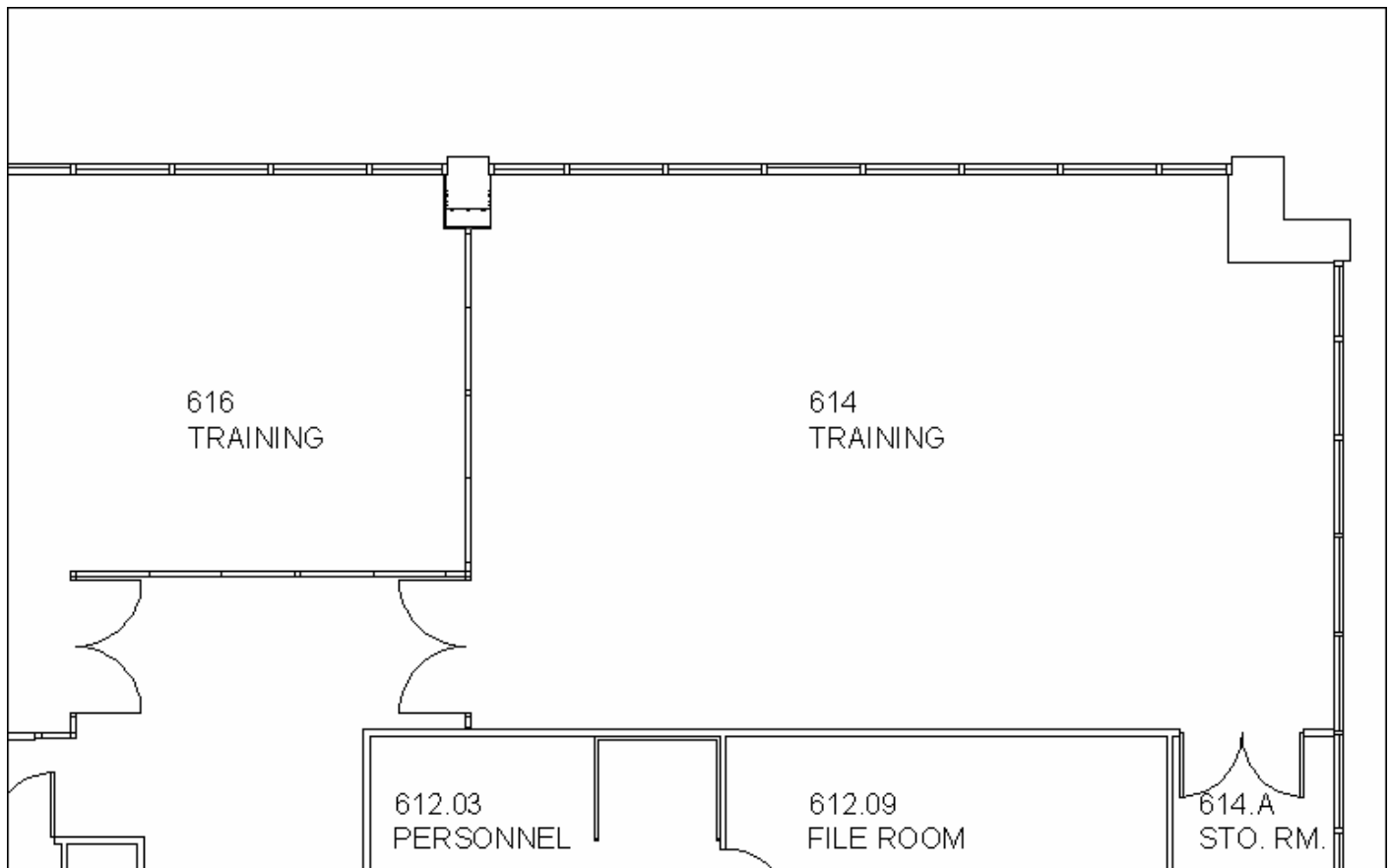
1. For maximum seating capacity please see furniture layouts.
2. Click below for different configurations:
 - For rectangular tables setup see layouts 1 and 2.
 - For round tables setup see layouts 3 and 4.
 - For theater style setup see layout 5.
3. This room may be reserved after Training Programs are scheduled - Monday through Friday during normal building hours (7:00 a.m. to 11:00 p.m.) through and with the authorization of the Office of Professional Studies, ext. 8656.
4. The BMW building is closed on Saturday and Sunday.



Room 614 (Training Room) BMW Building

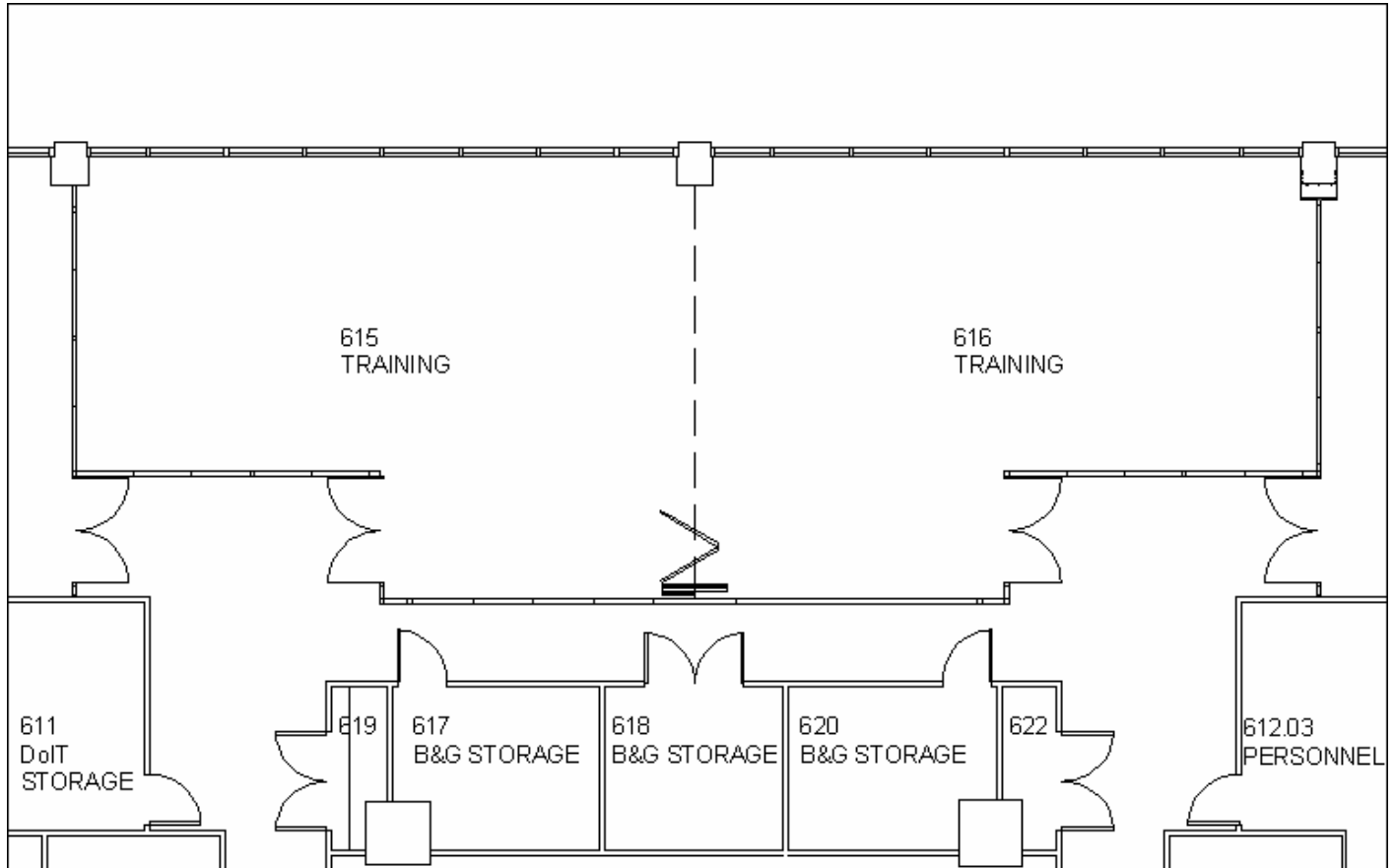
This room is mostly used for Training Programs.

1. For maximum seating capacity please see furniture layouts.
2. Click below for different configurations:
 - For rectangular tables setup see layout 1 and 2.
 - For round tables setup see layout 3 and 4.
 - For theater style setup see layout 5.
3. This room may be reserved after Training Programs are scheduled – Monday through Friday during normal building hours (7:00 a.m. to 11:00 p.m.) through and with the authorization of the Office of Professional Studies, ext. 8656.
3. The BMW Building is closed on Saturday and Sunday.



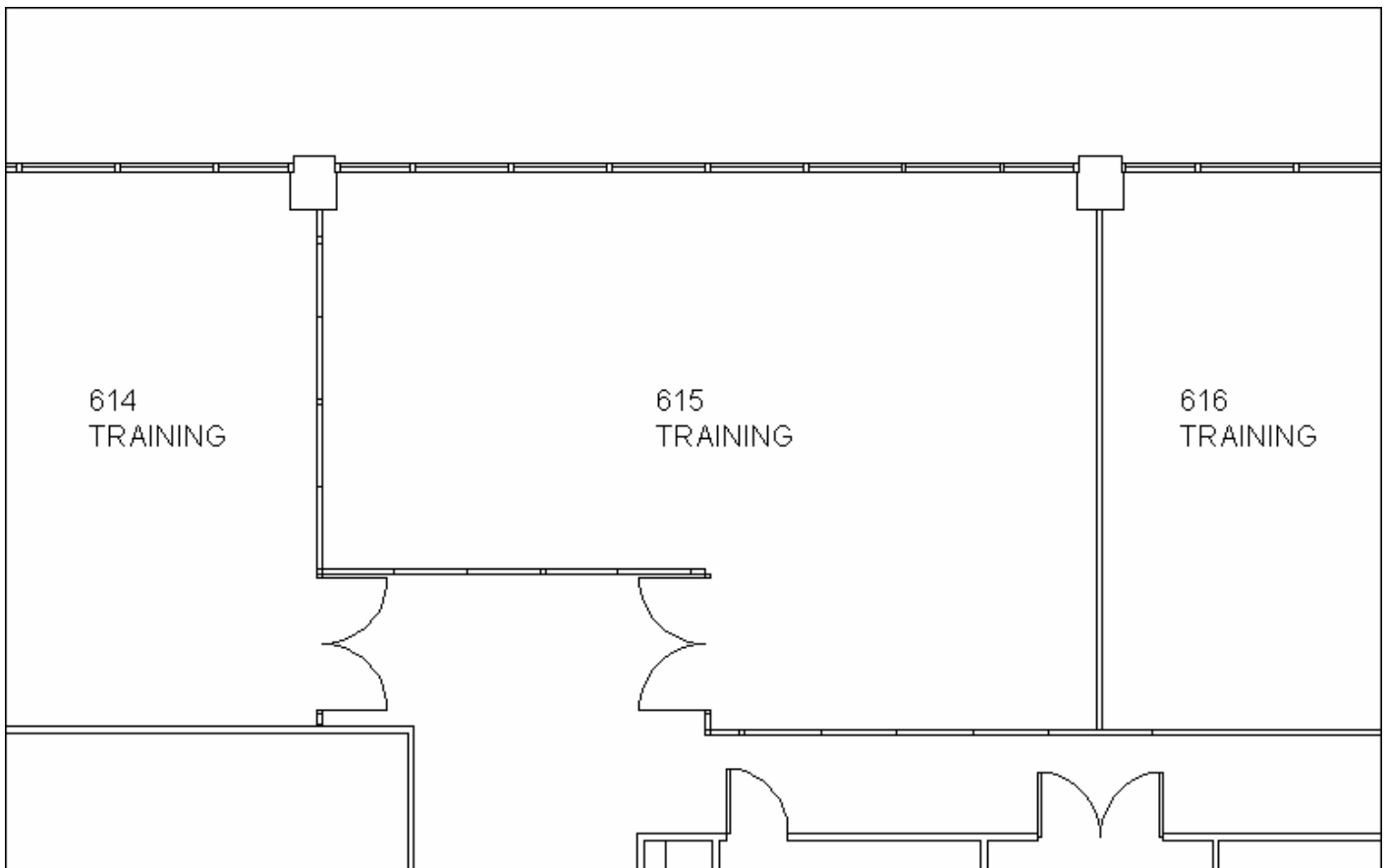
Room 615/616 (Conference Room w/moveable divider) BMW Building (Limited Availability)

1. For maximum seating capacity please see furniture layouts.
2. Click below for different configurations:
 - For round table setups see layouts 1 through 4.
3. Conference room is reserved by the Criminal Justice Center Monday through Friday during normal building hours (7:00 a.m. to 11:00 p.m.), ext. 8638. The BMW building is closed on Saturday and Sunday.



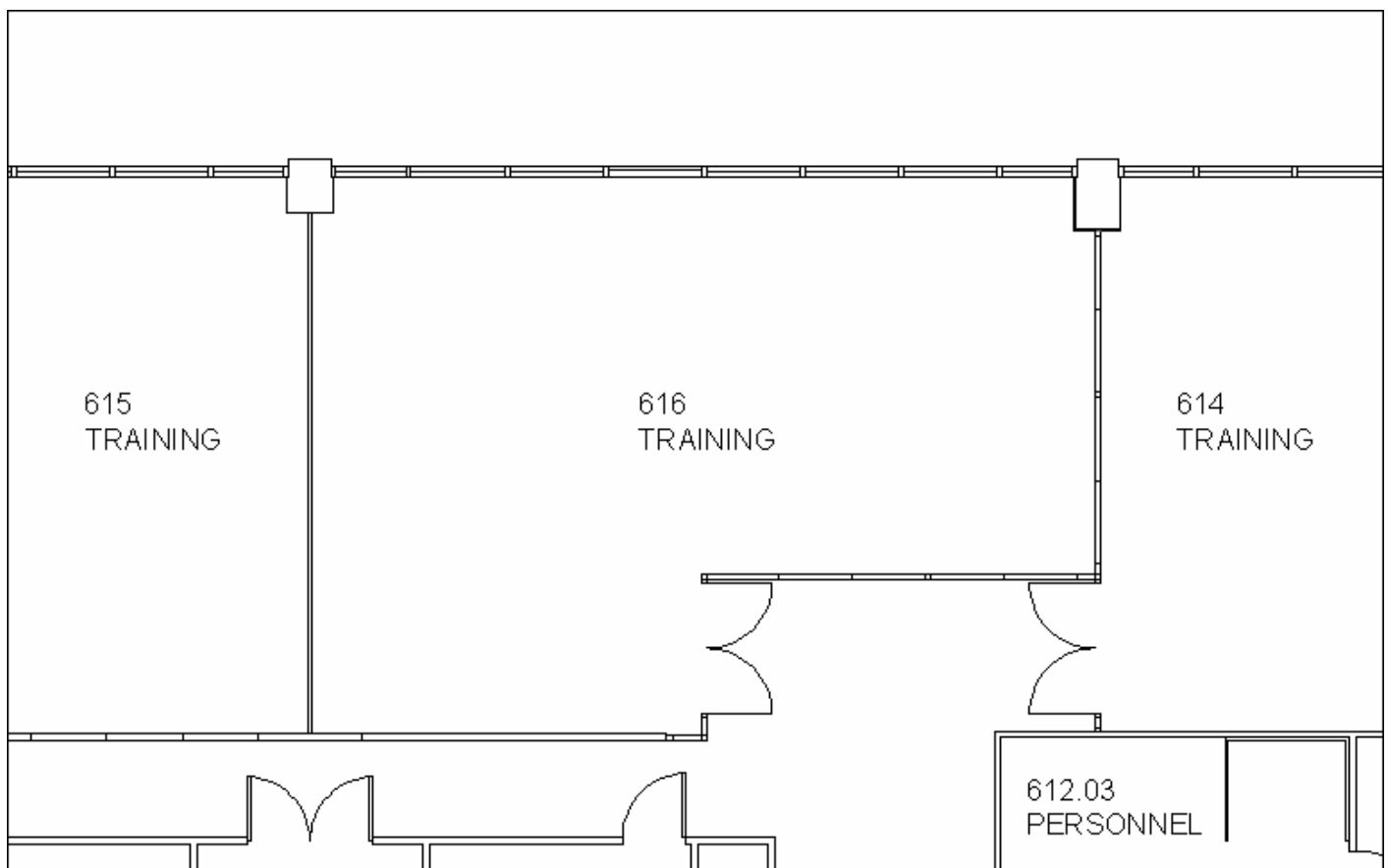
Room 615 BMW Building (Limited Availability)

1. For maximum seating capacity please see furniture layouts.
2. Click below for different configurations:
 - For rectangular tables setup see layouts 1 and 2.
 - For round tables setup see layout 3.
 - For theater style setup see layout 4.
3. Conference room is reserved by The Criminal Justice Center Monday through Friday during normal building hours (7:00 a.m. to 11:00 p.m.). ext. 8638.
4. The BMW building is closed on Saturday and Sunday.



Room 616 BMW (Limited Availability)

1. For maximum seating capacity please see furniture layouts.
2. Click below for different configurations:
 - For rectangular tables setup see layouts 1 and 2.
 - For round tables setup see layout 3.
 - For theater style setup see layout 4.
3. Conference room is reserved by Department of Facilities Management Monday through Friday during normal building hours (7:00 a.m. to 11:00 p.m.) with authorization from the Office of Professional Studies.
4. The BMW building is closed on Saturday and Sunday.



Tuscan Sun Grill in the Westport Cafeteria (Lobby)

1. For maximum seating capacity please see furniture layouts.
2. Click below for different configurations:
 - For regular setup see layout 1.
 - For round tables setup see layout 2.
 - For theater style setup see layout 3 through 5.
3. Handicapped accessible. The room is best suited for breakfasts, luncheons, and student functions. It is also handicapped accessible. John Jay College has contracted MBJ Cafeteria (**MBJ@ 212-582-1629**), as the exclusive supplier of food service. Please call Johnny Vasques (MBJ) for food requests. Please call Ms. Linda Vonlumm/Facilities Mgmt at extension 8611 to initiate your request for space.

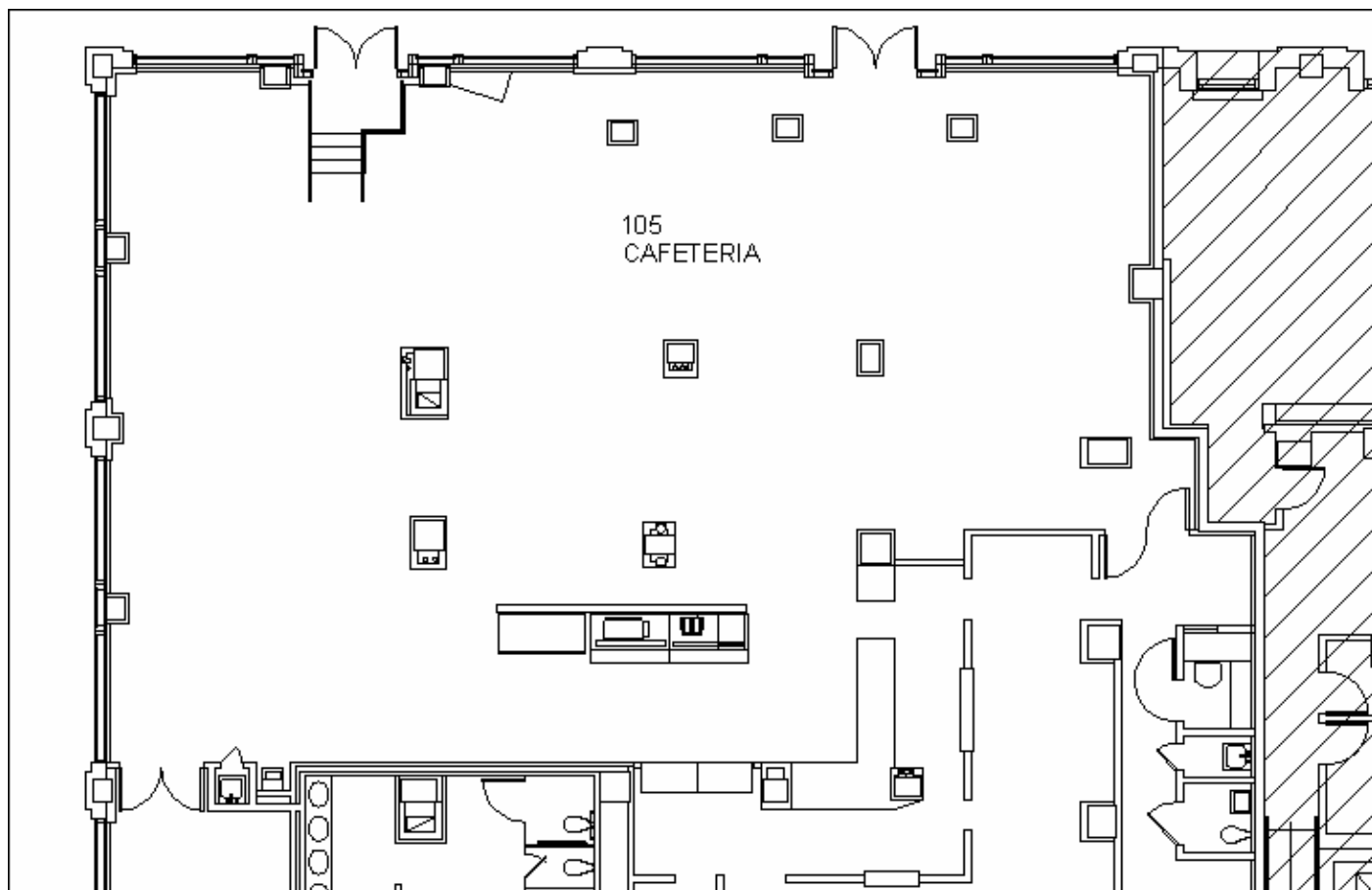
The Tuscan Sun Grill is available:

Monday through Thursday after 8:00 p.m.

Friday after 6:00 p.m.

Saturday after 3:00 p.m.

Other times and days **MAY BE** available upon special request.



Room 702 (English Department Conference Room)
54th Street Annex @ 619 West 54th Street, 7th floor

1. For maximum seating capacity, please see furniture layout.
2. Configuration as follows:
 - 38 seats total
 - 19 around a large table
 - 2 buffet seats
 - Seating for 12 around the perimeter
 - 5 sofa seating
3. Conference Room is reserved by the English Department Monday through Friday during normal business hours (7:00 a.m. to 11:00 p.m.). Space Request Form must be submitted to the Facilities Management Office. Form will be forwarded to the English Department for availability and authorization. Facilities Management will confirm when authorized.
4. Room is equipped with 2 whiteboards, projector and screen.

