

NECC Room Usage Guide

Created by NECC Event Coordinator Allison Gagne updated September 12, 2017

All setups, technology requests and overtimes for maintenance, technology and public safety go through the event coordinator unless stated otherwise under the logistics tab

All space is to be requested in 25 live unless stated otherwise under the scheduling resource tab.

Building/room	Space Coordinator	Room Function	Available to rent to External Groups	Scheduling resource	Logistics	Additional Notes
A Library Art Space	Events Coordinator	Primary use is for scheduled gallery showings through the school year. Showings are Mon-Thur 2pm to 9 pm, Friday's 2 pm to 5 pm and Saturday's 9 am to 1 pm.	On a limited basis	Not viewable in 25 live	Event Coordinator must check with the library before scheduling.	The Event Coordinator can book this space as a last resort Mon-Friday (May-August and January from 8 am to 5 pm) and (September to April from 8 am to 2 pm).

Building/room	Space Coordinator	Room Function	Available to rent to External Groups	Scheduling resource	Logistics	Additional Notes
D gym, track and fields	Maria Hom/events coordinator	Primary use of this space is for athletics, recreation, intramurals, clubs, and summer programs. Maria also rents the space out to athletic organizations	Yes		Event Coordinator must check with Maria Hom before confirming the reservation.	The Event Coordinator schedules this space for non athletic NECC events and non athletic external events. Individuals can use the track however if the track is scheduled the track is not available.
A 313 President's Conference Room (25 live code is A PCR)	Events Coordinator	Primary use is for the President, Vice Presidents and staff on the 3rd floor of the library.	On a limited basis and on weekdays only.			Space can also be scheduled by other NECC staff if no other conference rooms are available
SC 106	Registrars/events coordinator	Primary use is for the NECC community then external organizations	On a limited basis and on weekdays only.			
SC 213	Events Coordinator	Primary use is for the NECC Community	On a limited basis and during the week days only.			

Building/room	Space Coordinator	Room Function	Available to rent to External Groups	Scheduling resource	Logistics	Additional Notes
SC 214	Events Coordinator	Primary use is for the NECC community	On a limited basis and during the week days only.			
B 219	Human Resources	Human Resources only	No			Not viewable in 25 live
Haverhill parking lots 1,2, 3, 4, 5, 6, 7	Events Coordinator	The Event Coordinator will work with Public Safety and the VP of Administration to see if the request can be granted	on a limited basis			
TC 103A and 103B	Events Coordinator	Primary use is for the NECC community then external organizations	Yes			Room requires a setup time of at least an hour and TC 103 A has video conferencing capabilities
TC 205	Events Coordinator	Primary use is for NECC community and then external Organizations Public Safety use then for NECC	yes			
TC 122	Events Coordinator	Community	No			Not viewable in 25 live

Building/room	Space Coordinator	Room Function	Available to rent to External Groups	Scheduling resource	Logistics	Additional Notes
SC 203(aka the President's Dining Room)	Events Coordinator	Primary use is for the NECC community then external organizations.	Yes but weekdays only			
B 113	Events Coordinator	Primary use is for the NECC community then external organizations	Yes			
C 222B	Events Coordinator	Primary use is for NECC community and then external Organizations	yes			
A 112	Events Coordinator	Primary use is for the NECC community then external organizations. Primary use is for the NECC community then external organizations	Yes but weekdays only			A112 has video conferencing capabilities
B,C, D and SC Lobbies	Events Coordinator	organizations	on a limited basis			
G Conference Room	Linda Hudson	Project Search meeting space	Yes		Not viewable in 25 live	

Building/room	Space Coordinator	Room Function	Available to rent to External Groups	Scheduling resource	Logistics	Additional Notes
Haverhill Quad	Events Coordinator	Primary use is for the NECC community then external organizations	Yes			
B 202	Events Coordinator	Primary use is for the NECC community then external organizations	Yes			
Classrooms in Haverhill, Franklin St, Amesbury St, Common St and LRW(includes Lecture Hall A, Dance Studio D154 and E155	Registrars/events coordinator	Classes take precedence, then makeup classes, then internal bookings. Once the master schedule is complete the Event Coordinator can rent these rooms out to external organizations	Yes		Registrars office does their own scheduling for technology services for NECC classes.	
Gouldreault Lot Common St, Franklin St lot and Amesbury St Lot	Events Coordinator	The Event Coordinator will work with public safety and the Executive VP to see if the request can be granted	on a limited basis			

Building/room	Space Coordinator	Room Function	Available to rent to External Groups	Scheduling resource	Logistics	Additional Notes
L 131	Events Coordinator	Primary use is for the NECC community then external organizations	Yes			Space is not available for an undetermined time
L 144	Events Coordinator	Primary use is for the NECC community then external organizations	Yes			
L 244	Events Coordinator	Primary use is for the NECC community then external organizations	Yes			requires a setup time of at least an hour and has video Conferencing capabilities
LA 101	Events Coordinator	Primary use is for the NECC community then external organizations	Yes			requires a setup time of at least an hour
LA 107	Events Coordinator	Primary use is for the NECC community then external organizations	Yes			Space is not available for an undetermined time due to renovations

Building/room	Space Coordinator	Room Function	Available to rent to External Groups	Scheduling resource	Logistics	Additional Notes
L Atrium	Events Coordinator	Primary use is for Student Engagement, clubs and organizations. Then other NECC staff	on a limited basis			
L 111 (Presidents Conference Room)	Events Coordinator	President, Vice Presidents and internal groups if no other space is available	No			
LC 301	Events Coordinator	Primary use is for the NECC community then external organizations	yes			requires a setup time of at least an hour and has video conferencing capabilities
LC 307	Events Coordinator	Primary use is for the NECC community then external organizations	Yes			

Building/room	Space Coordinator	Room Function	Available to rent to External Groups	Scheduling resource	Logistics	Additional Notes
LC Rooftop Deck	Events Coordinator	Primary use is for the NECC community then external organizations	Yes			
LC Lobby	Events Coordinator	Primary use is for Student Engagement, clubs and organizations. Then other NECC staff	on a limited basis			
LC Sim Labs 106, 107, 108, 110, 111, 112, 113, 123, 124, 202, 204, 205, 206, 208, 211, 212, 219, 220, 221, 223, 226, 227, 228 and 230	Dan Guzman/Events Coordinator	Credit classes then external users after checking with Health Professions	Yes			the sim labs require a technician at all times and external users can also request to hire a NECC instructor too.
LH 314	Events Coordinator	Primary use is for the NECC community then external organizations	Yes			
LH 312	Events Coordinator	room is scheduled as a office for Administration	No			

Building/room	Space Coordinator	Room Function	Available to rent to External Groups	Scheduling resource	Logistics	Additional Notes
LH 311 [Redacted]	Events Coordinator	Room is scheduled as an office for Academic Affairs	No			
C Top Notch Theater (25 live code is C TNT)	Registrars	Classes , performances, practices and set building	No		check with Theater before scheduling	
A 335 Pailles (25 live code is A donp)	Events Coordinator	Primary use is for the NECC community then external organizations	Yes			Space is not available for an undetermined time due to renovations
LRW 310 and 312 Rooms listed below are Computer labs	Events Coordinator	Primary use is for the NECC community then external organizations	Yes			Space is not available for an undetermined time due to renovations

Building/room	Space Coordinator	Room Function	Available to rent to External Groups	Scheduling resource	Logistics	Additional Notes
Computer Labs (LC 135)(LRW) 316, 318, 320, 322, 325, (L)241, 243, 245, (LA) 009, 013, (B) 106, 301, 303, 307, 308, 309, 310, 312, 314(mac lab),(TC) 214	Computer Lab Reservations/Events Coordinator	NECC credit courses, non credit, NECC trainings, then external organizations	Yes			Event Coordinator must fill out a computer lab request form located on the NECC website to request a computer lab. Once a lab has been approved the Event Coordinator can schedule the lab in 2 5live.
Math Computer Lab LRW 324	Registra	Math Lab	No			
Nursing Computer Lab L 020	Computer Lab Reservations	Nursing Department	No			
Computer Lab SC 104	Computer Lab Reservations	Financial Aid, Enrollment Services, then other internal groups	No		Not viewable in 25 live	
Networking Lab TC 210	Registrar	Networking Lab	No			
Literacy Lab A 331	Registra	Library use then faculty use then registra use	No			Registra must check with the library before scheduling.

Building/room	Space Coordinator	Room Function	Available to rent to External Groups	Scheduling resource	Logistics	Additional Notes
Literacy Lab L 151	Library	Library use then faculty use	No	Not viewable in 25 live		