Conference Rooms Use Policy

Conference Room A:
This room is a high tech conference room and is only available for NVC employee use. Occupancy is limited to 24 – 30 people.

- Reservations must be made through the Library and Learning Resources Department (Mon Sapeharn 256-7417 or Jan Schardt 256-7412) at least 2 weeks in advance of date.
- Equipment needs must be specified at this time.
- Although this room is set up with a “wet bar” the expectation is that it will be kept clean and ready for the next user.
- Users must attend a training on use of the equipment before room use.

Conference Room B:
This room is a high tech conference room and may be used by NVC staff and other groups affiliated with Napa Valley College. Occupancy is limited to 8 – 15 people.

- Reservations must be made through the Library and Learning Resources Department (Mon Sapeharn 256-7417 or Jan Schardt 256-7412) at least 2 weeks in advance of date.
- Equipment needs must be specified at this time.
- The expectation is that it will be kept clean and ready for the next user.
- Users must attend a training on use of the equipment before room use.

When using these rooms please contact Jan Schardt 256-7412 or Mon Sapeharn 256-7417 to gain access. Please make sure the doors are locked when you leave. For assistance with technology in the rooms please contact Media Support at 256-7452 or the Library Circulation Desk at 256-7400.