CCM Randolph Campus Room Reservation Procedure for Special Events

If you need a room reservation on the Randolph campus, we encourage you to go to the Events Calendar on the CCM website and check to see if your requested space is available. The website for the Event Calendar is http://r25webvr.ccm.edu/

For any new room reservation or modification, please send an e-mail to Cheryl Smarth csmarth@ccm.edu with the request information in your subject line and the following information in your e-mail.

- Event name
- Requesting department
- Contact person
- Date of event
- Time of event (includes start, end and set-up times)
- Requested room: classroom, lecture hall, computer lab, auditorium
- Number of rooms
- Max. No of seats required: ex. 10, 20, 30, 40, 50, 80, 100

Reservations from academic departments should copy the dean and department chair.

Once the request is made, you will receive a confirmation e-mail from the system. The room reservation will show on the Event Calendar on the CCM website. The requesting department is responsible for putting or removing signage for the event.

 Please note when requesting changes for credit courses, send an e-mail to the academic chairperson of your department..