



	Page		Page
Catering	5	Menus	6
Policies	4	Catering Services	7
Classroom Requests	3	Courtyard Café	6
Conference Room Phones	31	Parking Information	25
Computer Services	20	Phone Numbers	31
Conference Services	2	Phone Services	20
Room Requests	3	Policies	4
Room Set-up Examples	2	Alcoholic Beverages, Catering, Non-Discrimination, Preparation, Staff Use	
Room Description Chart	3	Preparation	4
Disability Services	24	Room Description Chart	3
Emergency Procedures	27	Room Maps	
Bomb Threat	29	Aelsea\Calapooia	15
Emergency Phone Numbers	29	Boardrooms	14
Evacuation Map & Instructions	27	CC-135	14
Specific Emergency Instructions	28	Commons Cafeteria	13
Facilities Services	22	F-104	16
Workorder Requests	22	F-113	16
FAQ's	23	F-115	16
Feedback	4	F-202	17
Hospitality Services	5	Fireside	15
Courtyard Cafe	5	IA-227	19
Commons Cafeteria	5	IA-231	19
Santiam Restaurant	5	IA-232	19
Maps	12	IA-233A	19
Campus Map	13	Siletz	15
Directions to Campus	12	SC-111	18
Online Maps	12	Willamette	15
Room Maps	14	Room Reservation	3
Media Services	20	Room Reservation Form	2
Audiovisual Requests	20	Room Set-up Examples	2
Equipment	20	Safety & Security Services	25
		Traffic Regulations	25



CONFERENCE SERVICES CONTACT

Theresa Ray Broughton, 917-4385

Email: rayt@linnbenton.edu

LOCATION & HOURS

The Conference Services Office is located on the second floor of the College Center Building, room CC-214. Office hours are 8:00 a.m.-4:30 p.m. Monday-Friday.

PLEASE HAVE THE FOLLOWING INFORMATION AVAILABLE BEFORE YOU CALL:

NOTE: Conference Services needs to be notified of any changes to your order ASAP. You can give approximate numbers when booking and then notify Conference Services 1½ weeks prior to event of exact quantities needed for event.

Event Name: _____ Event Date: _____

of Attendees: _____ Event Time: _____

Set-up or Take-down Time Needed? _____

Room Preference #1: _____

Room Preference #2: _____

Catering Needed? _____ Quantity: _____

Billing Info: _____ Department Code: _____

Room Setup Style: Banquet Classroom Conference U-shaped Other

Contact Name: _____

Contact Phone: _____

ROOM SETUP STYLES

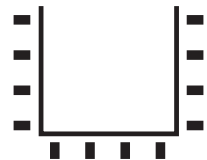
Shape and size may vary depending on number of attendees and room

BANQUET

CLASSROOM

CONFERENCE

U-SHAPED



ROOMS

Rooms contain equipment such as tables, desks, computers, overhead projectors, video projection units, whiteboard, green board, TV, VCR, microphone capabilities, podiums, mobile screens, fixed multimedia stations, internet ready, etc. Any room has the capability to support multimedia equipment.

ROOMS AVAILABLE FOR RESERVATION AND WHAT IS AVAILABLE IN EACH ROOM:

Room Name	Room #	Capacity	Multimedia Station	TV	VCR	Overhead Projector	Video Projector	Dividable Room	Analog Phone	Digital Phone	Microphone Hookup	Whiteboard	Internet Capability	Banquet Style	Classroom Style	Conference Style	Tiered Seating	U-Shaped	Contact
Alsea	CC-205	20				•			•	•		•	•	A	A	A		A	Conference Svcs. x 4385
Alsea/Calapooia	CC-203	40-54		•	•	•		•	•	•	•	•		A	A	A		A	Conference Svcs. x 4385
Boardroom A	CC-103A	20		•	•	•			•	•		•			A	A		A	Conference Svcs. x 4385
Boardroom B	CC-103B	22		•	•	•						•	•		A	A		A	Conference Svcs. x 4385
Boardrooms	CC-103	36		•	•	•		•				•			•	A		A	Conference Svcs. x 4385
Calapooia	CC-203	28				•						•				A			Conference Svcs. x 4385
CC-135	CC-135	12				•						•	•						Conference Svcs. x 4385
Classrooms		25-35				•						•			•				Academic Affairs x 4207
Commons		350									•			•					Conference Svcs. x 4385
Fireside Room	CC-211	40-81	•	•	•	•	•				•	•	•		•	A		A	Conference Svcs. x 4385
Forum	F-104	395	•			•				•	•		•				•		Academic Affairs x 4207
Forum (2 rooms)	F-115/113	81	•		•	•	•				•	•	•				•		Academic Affairs x 4207
F-202 (lab)	F-202	24	•			•						•	•		•				Conference Svcs. x 4385
Gym	AC-XX	—								•									Activity Center x 4344
IA-227	IA-227	50	•			•							•						Academic Affairs x 4207
IA-231/232	IA-231/232	45	•	•		•	•	•	•	•			•						Academic Affairs x 4207
IA-233A	IA-233A	10		•	•	•		•	•	•			•			•			Academic Affairs x 4207
SC-111	SC-111	14		•	•	•		•	•	•		•	•			•			Conference Svcs. x 4385
Siletz	CC-213	40-57		•	•	•			•	•		•	•		•	A		A	Conference Svcs. x 4385
Takena Theater	Takena									•	•						•		Theater x 4554
Willamette	CC-210	24		•	•	•			•	•		•	•		•	A		A	Conference Svcs. x 4385

• = Denotes equipment already in place. Other equipment is deliverable by a Media Services Request

TO RESERVE CLASSROOMS

Call Academic Affairs at 917-4207.

TO RESERVE FACILITIES SERVICES

Call Facilities Services at 917-4720 or by an online facilities request. Detailed information regarding Facilities Services requests are on page 21.

TO RESERVE MULTIMEDIA EQUIPMENT

Call Media Services at 917-4672. Detailed information regarding reservations are on page 19.

TO RESERVE ROOMS

Call Conference Services at 917-4385. Detailed information regarding reservations on page 2.

POLICY FOR CONFERENCE SERVICE FACILITIES

ALCOHOLIC BEVERAGES

Alcoholic beverages may be allowed upon special request as part of the food catering service. Please contact the Conference Services office for an explanation of the policies and procedures for securing permission.

CATERING

No outside catering service may be used in the Conference Services Facilities without prior approval from Hospitality Services. Arrangements for food services to be provided by the college must be made through the Hospitality Services Department. If organizations require the use of college food service facilities or wish to make arrangements for food services to be provided by the college, they must first receive approval through the Hospitality Services Office (*Linn-Benton Community College Administrative Rule No. D101, and Guidelines and Conditions for Facility Use: 8, Hospitality Services: 8.1*).

NON DISCRIMINATION

LBCC maintains a policy of nondiscrimination and equal opportunity in employment and admissions, without regard to race, color, sex, marital and/or parental status, religion, national origin, age, mental or physical disability, Vietnam era, or veteran status. (*See administrative Rule No. E029 and Board Policy series No. 6090.*)

Questions or concerns related to affirmative action, nondiscrimination, equal opportunity, or the college's discrimination complaints, and hearings procedures should be directed to Human resources, 917-4420. It is our intent to go beyond legal requirements in fostering a superior learning environment.

PREPARATION

It is the responsibility of the event coordinator, event manager or the person scheduling the event on campus to be prepared when dealing with Media Services, Conference Services and Facilities Services. A contact person must be available on the day of the event in case any situations may arise during the event.

STAFF USE

The Alsea, Calapooia, Siletz and the Fireside rooms are not available for regularly scheduled staff and committee meetings. These rooms will only be available for scheduling regularly scheduled staff and committee meetings two weeks in advance.

FEEDBACK

How are we doing? We'd like your feedback!
Please contact us and let us know.

Conference Services	Theresa	917-4385
Facilities Services	Kevin Lacey	917-4727
Media Services	Lori or Cindy	917-4672
Handbook	Sheila	917-4258
Registration	Bruce	917-4822

Any suggestions for improving this handbook should be given to Sheila Faulkner at 917-4258.

HOSPITALITY SERVICES

During school terms, food is available at three locations on campus, the Commons Cafeteria, the Courtyard Café and the Santiam Restaurant. Catering is available for groups in the meeting rooms on campus.

COMMONS CAFETERIA

The Commons Cafeteria is more than a cafeteria. It is a full-service kitchen focused on providing quality selections, specialty dishes and fresh baked breads. The Commons Cafeteria is located on the second floor of the College Center Building.

Hours - fall, winter and spring terms:

Monday through Friday, 7:30 a.m.-1:30 p.m.

Hot lunch and salad bar, 11 a.m.-1:15 p.m.

Closed during school breaks and summer term.

COURTYARD CAFÉ

The Courtyard Café in Takena Hall offers a mix of student favorites at an affordable price. The cafe serves a selection of soups, hot and cold sandwiches, pizza, fruit, espresso and other beverages. The Courtyard Café is open every day the college is open.

Hours during school terms*:

Monday through Thursday, 7:30 a.m.-9:00 p.m.

Friday, 7:30 a.m.-3:30 p.m.

Hours during school breaks and summer term:

Monday through Friday, 7:30 a.m.-3:00 p.m.

For phone orders, call 917-4394.

SANTIAM RESTAURANT

The Santiam Restaurant is a student-run restaurant that serves as a lab for the Culinary Arts Program. Delectable pastries and beverages are offered at 9:30a.m. Multi-course lunches showcasing a variety of entrees, including vegetarian cuisine, are offered from 11a.m. to 12:30p.m. The menu changes each term with fine-quality daily specials and unique selections initiated by the Culinary Arts students.

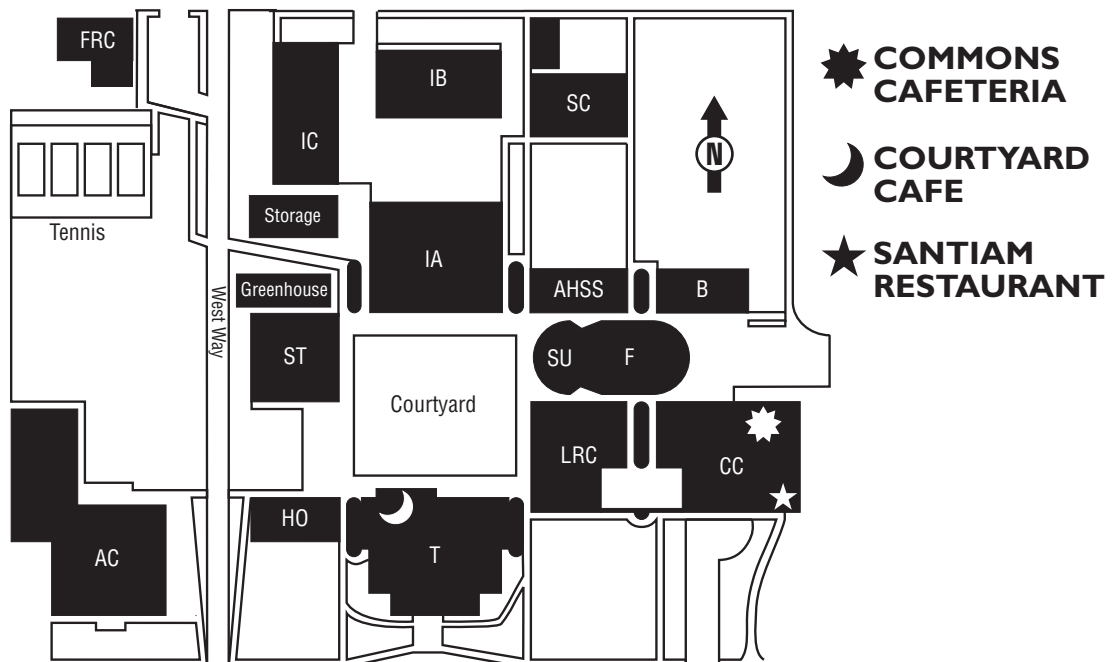
Hours - fall, winter and spring terms only*:

Monday through Thursday, 9:30 a.m.-12:30 p.m.

Call 917-6392 for reservations or further information.

CATERING SERVICES

Catering Services has a full line of menus to meet your needs. We offer a wide selection of options, including beverages, pastries, specialty trays and box lunches. Served and buffet meals are available for groups of 20 to 400. Weekend catering service is only available with a minimum purchase of \$650. For current costs and availability, please call 917-4385.



**subject to change*

COURTYARD CAFÉ MENU

MADE TO ORDER

Chicken strips

Baked potato

Assorted pizza - *slice, half or whole*

Nachos - *chips, cheese & house salsa*

Nacho supreme - *nachos with your choice of beef, chicken, or vegetarian and sour cream*

Burrito - *flour tortilla with brown rice, pinto beans, cheese, chili sauce and salsa*

Burrito supreme - *burrito with beef or chicken*

Burrito grande - *same as the supreme, but larger and garnished with sour cream*

Breakfast burrito - *flour tortilla with one scrambled egg, bacon, chili sauce, cheese, salsa, and sour cream*

Omelettes - *three-egg omelettes served with two fillings, potatoes and garlic cheese toast or a la carte*

Side orders

Eggs, scrambled

Breakfast potatoes

Garlic cheese toast

French fries

Deli sandwiches

Made to order on various breads. Includes lettuce, tomato, cheese, and dressing. Vegetarian also includes hummus, cream cheese, sprouts, roasted peppers, and marinated carrot.

Roasted turkey breast

Smoked ham

Roast beef

Pastrami

Vegetarian

Bacon, lettuce & tomato

Soups

Soup of the day - *fresh from scratch, using in-house stocks and fresh ingredients*

Clam chowder

Chili - *choice of chicken, beef or vegetarian, served with chili sauce and cheese over seasoned pinto beans*

Salads

Green Salads - *tossed green or mini-chef*

Assorted salads - *made fresh from scratch using seasonal products, normally includes potato, pasta and fruit, as well as various ethnic and specialty salads*

GRILL

Hamburger

Cheeseburger

Cafe Burger - *1/3 pound pure Angus beef served on a seeded bun with lettuce, tomato, double cheese, pickle, sauce, onion. A la carte or with a side of fries.*

Grilled Cheese

Vegetable Medley Burger

SWEETS

Assorted muffins, scones, pastries and desserts

BEVERAGES

Coffee

Espresso

Fountain drinks

Bottled Water

Bottled drinks - *wide selection, such as Sobe, Snapple, Thomas Kemper, Tropicana, etc.*

CATERING SERVICES MENU

BEVERAGES

pitcher = 8 cups, airpot = 12 cups, thermos = 80-100 cups

Beverage	Availability
Coffee and decaf	airpot or thermos
Tea	airpot
Lemonade, iced tea, punch	pitcher or thermos
Orange juice	pitcher
20 oz. Pepsi, bottled water, Snapple	Each
Assorted canned sodas	Each
Bottled juices	Each
Boxed Tropicana orange juice	Each

Note: Bottled and canned drinks will be charged as ordered and those not used will not be returnable for credit.

ASSORTED PASTRIES

Available per piece

Muffins	Danish pastries
Croissant	Sliced nut bread (4 slices)
Scones	Bagels and cream cheese

Available per dozen

Cookies	Biscotti
Cinnamon rolls	Coffee cake slices

Mini bagels w/cream cheese

Bar cookies: *brownies, lemon bars, raspberry bars, apricot bars*

Cakes

- 9" (serves 12-15)
- Half sheet (serves 30)
- Full sheet (serves 60)

Lemon creme chiffon

Carrot cake

German chocolate

Chocolate or white

Cheesecake – 10"
serves 15, seasonal toppings available

Chocolate hazelnut torte – 8"
serves 10

Specialty dessert and snack items can be prepared for your individual needs. Advanced notice is required.

SNACKS & APPETIZERS

Vegetable Platter with Dip

Fresh and pickled vegetables with ranch dip

Small	Medium	Large
serves 30	serves 45	serves 60
<i>(additional @ 1.00 person)</i>		

Seasonal Fruit

Small	Medium	Large
serves 30	serves 45	serves 60
<i>(additional @ 1.00 person)</i>		

Cheese and Crackers

(Assorted cheeses with homemade crackers)

Small	Medium	Large
serves 30	serves 45	serves 60

Meat and Cheese

Assortment of sliced meats, cheeses, breads and mayonnaise and mustard

Small	Medium	Large
serves 30	serves 45	serves 60

Fiesta Platter

Assortment of mini tamales, flautas, chips & salsa and cheese sauce

Small	Medium	Large
serves 30	serves 45	serves 60

Chips and Salsa

Tortilla chips and homemade salsa

Small	Medium	Large
serves 15	serves 20	serves 25

Full menu prices available upon request.
Call Theresa at 917-4385.

Hummus and/or Baba Ghanoush Tray

Fresh hummus and/or baba ghanoush with celery & selected appropriate bread

Small serves 20	Medium serves 30	Large serves 40
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Sushi Platter

Assortment of sliced sushi rolls served with wasabi and dipping sauce

Small 24 pieces	Medium 40 pieces	Large 50 pieces
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Assorted Hot Appetizers

25 minimum

May include: Meat Balls, Skewered Meat, Seasoned Chicken Wings

BREAKFAST/BRUNCH BUFFETS

Served with coffee and tea

Continental Breakfast

(Minimum 20)

Orange juice

Assorted breakfast breads

Buffet Breakfast

(Minimum 25)

Orange juice

Scrambled eggs

Bacon, sausage, or ham *(Choice of one)*

Potatoes

Assorted breakfast breads

Granola

LUNCHEON MENU - COLD SELECTIONS

Served with Coffee & Iced Tea

Sandwich Plate

A prepared sandwich plate consisting of a sandwich and salad.

Sandwich choices:

turkey/swiss, ham/swiss, beef/cheddar, tuna salad or vegetarian on whole wheat, sourdough, or rye bread

Salad choices:

pasta, coleslaw or potato salad

Sandwich Buffet

(Minimum 20)

Coleslaw, tortilla chips, pasta salad or potato salad *(Choice of one)*

Mixed green salad with choice of dressings

Cold sliced turkey, ham and roast beef

Selections of assorted cheeses and homemade breads

Condiments include: Dijon mustard, mayonnaise, sliced tomatoes, onions, lettuce, pickles

Cookies or brownies

Shrimp Salad

Served over shredded lettuce with sliced tomato, hard boiled egg, black olives with choice of thousand island or ranch dressing

Rolls

Chef's choice of dessert

Cobb Salad

Leaf lettuce with avocado, eggs, tomato, chicken, bacon, and choice of blue cheese, ranch or thousand island dressing

Rolls

Chef's choice of dessert

Cookies or brownies

Chef's Salad

(Also served buffet style)

Green salad with ham, turkey, cheddar and swiss cheeses, garnished with olives, tomato and hard boiled egg with ranch or thousand island dressing

Rolls

Chef's choice of dessert

Full menu prices available upon request.

Call Theresa at 917-4385.

Chicken Caesar Salad

Salad of romaine lettuce, parmesan cheese, croutons, and caesar dressing, topped with grilled chicken breast

Rolls

Chef's choice of dessert

Taco Salad

(Also served buffet style)

Seasoned beef, chicken, or beans *(Choice of one)*

Tomato, lettuce, olives; topped with sour cream, salsa and cheddar cheese; served in a baked, flour tortilla shell

Chef's choice of dessert

Salad Buffet

(Minimum 20)

Tossed green salad, pasta salad, marinated vegetable salad and chicken salad

Rolls

Chef's choice of dessert

Box Lunch

One turkey or beef sandwich with choice of breads

Individual mayonaise and mustard packets

Apple or orange

Chef's choice of dessert

LUNCHEON MENU - HOT SELECTIONS

Italian Pasta Bar

(Minimum 20)

Caesar salad

Fettuccine, vermicelli or penne pasta with three sauces: pesto cream sauce, marinara sauce and clam sauce

or

Beef, spinach or grilled vegetable lasagna

Garlic bread

Chef's choice of dessert

Pacific Rim Chicken

(Served)

Tossed green salad

Grilled, marinated chicken breast with fruit salsa

Hazelnut rice pilaf

Seasonal vegetables

Rolls

Chef's choice of dessert

Asian Stir Fry

(Served)

Stir fried vegetables with chicken, beef, pork or tofu *(Choice of one)*

Steamed rice

Specialty bread

Almond cookies

Potato Bar Buffet

(Minimum 20)

Baked potato with toppings of broccoli, bacon bits, sour cream, green onion, cheese sauce and chili

Tossed green salad

Rolls

Northwest Seafood Buffet

(Minimum 20)

Clam chowder

_____?

_____?

_____?

Full menu prices available upon request.

Call Theresa at 917-4385.

SERVED DINNERS

Coffee, tea and linens are included with all dinners

All served dinners are accompanied with:

- Tossed mixed green salad with dressing
- Seasonal vegetables
- Accompanying starch
- Rolls and butter
- Choice of dessert

Coffee/punch service may be set up before your dinner for an additional fee

When multiple entrees are selected, they will all be billed at the highest price. The selections listed represent a few available options.

We would be happy to design a custom menu to suit your particular occasion, including theme and ethnic dinners.

Herb Crusted Chicken Breast

*Chicken Breast with Herb Bread Coating
And Chicken Veloute*

Grilled Chicken Breast

*Breast of Chicken Served with a White Wine
and Mushroom Veloute*

Stuffed Chicken Breast

*Breast of Chicken, Stuffed with Choice of Cheeses,
Meats, Vegetables and Other Fillings*

Roasted Prime Rib of Beef

*Boneless Roasted Prime Rib Of Beef with Au-jus
and Horseradish Sauce*

Roasted Pork Loin

Served with selected sauces or pan gravy

Grilled Salmon

Filet of Salmon Served with a Lemon Dill Butter

Greek Lemon Orzo

Served with Grilled Chicken Breast

Hazelnut Crusted Snapper

Served with Lemon Butter Sauce

Served Dinner Desserts

Petite Desserts	Chiffon Cake
Carrot Cake	Chocolate Hazelnut Torte
Chocolate Cake	Cream Pies
Fruit pies	Crème Brûlée
Fruit Crisp	Cheesecake

DINNER BUFFETS

(Minimum 40)

Coffee, tea and linens are provided with all dinners.

The selections listed represent a few options.

We would be happy to customize a buffet of your choice.

Unique buffets may be developed for special events or holidays.

Traditional Buffet

- Tossed green salad with choice of dressing
- Relish tray, including marinated vegetables
- Pasta or Potato Salad
- Seasonal Fruit Salad

(Choice of one)

- Carved Roast Beef
- House Smoked Turkey
- House Smoked Ham

and *(Choice of one)*

- Chicken Teriyaki
- Chicken Parmesan
- BBQ Chicken
- Eggplant Parmesan
- Squash and Rice Primavera
- Vegetarian Lasagna *(Leek and Chevre,
Grilled Vegetable, or Spinach)*
- Seasonal Fresh Vegetables and Starch

Rolls with Butter

Dessert *(Choice of one)*

- | | |
|------------------------------|--------------------------|
| Carrot Cake | Cheesecake |
| Chiffon Cake | Cream Pie |
| Chocolate Cake | Fruit Tart |
| Apple Crisp | Bread Pudding |
| Fruit Pie | Chocolate Hazelnut Torte |
| Crème Brûlée
(80 maximum) | |

All orders placed ten (10) working days prior to the event, along with a final guarantee headcount or changes no later than 7 working days prior to the event, will receive a 10% discount.

A 10% service fee will be charged to all evening and weekend catering.

Revised 09/04

Western Barbeque Buffet

Tossed green salad with choice of dressing

Relish Tray

Carved Roast Beef

and *(Choice of one)*

BBQ Chicken

BBQ Pork

and *(Choice of one)*

St. Louis style

Texas Rub

Memphis Mop

Jerk-style

Baked Beans

Oven Fried Potatoes

Fresh Seasonal Vegetables

Corn Bread

Rolls and Butter

Dessert Choice

Pacific Rim Buffet

Fresh Seasonal Fruit or Spicy Peanut Noodle Salad

Tossed Greens with Choice Of Dressing

Marinated Vegetable

and *(Choice of one)*

Kahlua Pork,

Stir Fried Chicken,

Chinese BBQ Pork,

Sushi,

Chicken Skewers

Special Sauce

Fried Rice

Rolls and Butter or Flatbread

Pineapple Upside-Down Cake

A LA CARTE ITEMS

This menu lists items that are available, a la carte and are intended to be set up for self service, to meet the needs of groups that do not need a full catered meal. Food Service staff will set up. Clean up will be done after the meeting ends.

Item	Unit	Servings per unit
Spinach, Ground Beef or Grilled Vegetable Lasagna	pan	15 – 18
Beef or Chicken Tamales	pan	10 – 15
Chicken Fricassee with Noodles	pan	15 – 18
Salisbury Steak with Noodles	pan	18
Meat Loaf	pan	18
Roast Pork	pan	18
Roast Beef	pan	18
Sandwich Tray	sandwich	1
Rolls and Butter	dozen	12
Pizza	each	4
Soup (asst varieties)	gallon	16
Clam Chowder, Chili	gallon	16
Tossed Salad w/ranch Dressing	per serving	1
Potato or Pasta Salad	_____	_____
Hot Pasta	_____	_____
Hot Vegetable	_____	_____
Mashed Potatoes & Gravy	_____	_____
Box Lunch	each	1

For current costs and availability, call Conference Services at 917-4385