



# East Professional Center

*CMSDs Meeting and  
Professional Learning  
Space*

1349 E. 79<sup>th</sup> Street  
Cleveland, OH 44103

## Overview

East Professional Center is home to administrative offices for the Cleveland Metropolitan School District as well as classrooms for district professional development and meetings.

## Amenities

- Mounted LCD Projectors
- Projection Screens and/or 86" interactive touchscreen
- Whiteboards
- High-Speed Internet access
- Free Parking

Room	Capacity
Little Theater (no wheelchair access)	60
Auditorium	900
Gym	
Atrium	60
Room 207	35
Room 212	120
Room 213	30
Room 214	100
Room 215	10
Room 218	25
Room 221	120
Room 223	30
Room 224	40
Room 225 (computer lab)	30
Room 226	40

Please visit [www.clevelandmetroschools.org/PD](http://www.clevelandmetroschools.org/PD) for pictures of the available spaces.

### For CMSD Employees

During normal business hours, East Professional Center meeting rooms are only available for CMSD staff for **CMSD meetings** and **CMSD professional development**. Employees may request meeting space for CMSD meetings and professional development between the hours of 8:00 a.m.-5:45 p.m. Rooms need to be empty (including all food items and leftover materials in trash can) by 5:45 p.m. If your meeting and/or clean up time will go beyond 5:45 p.m. You will need a building permit. Once room availability is confirmed, the Office of Professional Development will connect you with the Safety and Security team who will process the permit and communicate the associated costs. Due to the large demand for meeting space and the multiple large events we have throughout the year, rooms cannot be reserved to be used as office space.

Please note that on rare occasions a CMSD priority event may have to be moved to East Professional Center on short notice. We will notify you as soon as possible in the rare instance we need to cancel your meeting or move it to a different room.

### For Community Members

If you are not an employee of the Cleveland Metropolitan School District, or if your meeting is not for CMSD employees, you may reserve the space at East Professional Center after 5:00 p.m. on weekdays, or for weekend events. Cost is determined based on a number of factors including number of rooms requested and number of participants. Once the Office of Professional Development confirms room availability, you will be contacted by the Safety and Security team with details about the building permit and associated costs.

## Requesting Space at East Professional Center

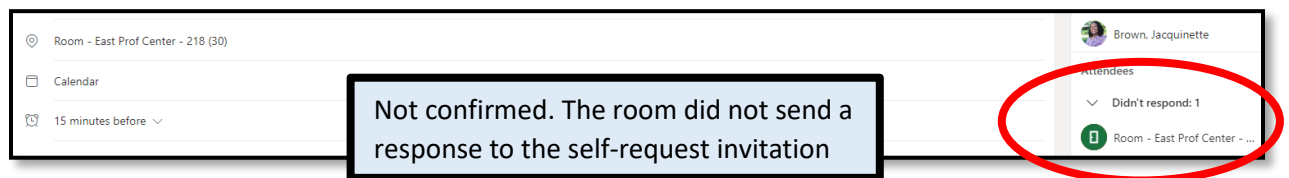
### How to request a meeting room

- Room Reservation Request Form** – The majority of requests will now be made using this form [Please complete this form](#) if you need more than one room, if you are requesting to use the large rooms (212, 214, 221) or if your event will have more than 30 participants. The transition away from email and self-requests through Outlook as the primary means for requests will help our team to improve response time and will provide a more efficient manner for coordinating with our custodial and security colleagues to ensure all details are in place the day of your meeting.
- Day of meeting request** – you must call (216) 838-0290 if you need a meeting room the same day you are making the request
- Self-request** – You may use the room request feature in Outlook. This option is only for those who are reserving one of the smaller meeting rooms for a meeting with less than 30 people and no technology support is needed. All other requests should be put in through the EPC Room Request Form.
  - If you are using the self-request option, you should make the request at least two weeks in advance of your meeting. These requests are manually reviewed and approved AFTER the requests that come in using the room request form. Therefore, a room that may have been showing as available when you submit your request ultimately might not be available if we were in the process of booking an event in that space.
  - Please note that you will receive a confirmation when your request is approved. If you did not receive confirmation, the room has not been reserved for you.
  - The name of your meeting will be publicly displayed on the kiosks at EPC. Please avoid abbreviations and make sure the title of the event is clear. If the meeting is private in nature, please choose a meeting title that will protect the privacy of those involved

### Confirming your room request

Your room reservation request is not final until you receive confirmation.

For **self-requests**, the room will appear as an attendee you invited to the meeting. When you see that the room has accepted your invitation, then the request is confirmed



OPD Team Meeting

Tue 9/13/2022 5:00 PM - 5:30 PM

Room - East Prof Center - 218 (30)

Calendar

15 minutes before

Confirmed self-request meeting. The room is showing as a yes response.

Tracking

Organizer

Brown, Jacquinette

Attendees

Yes: 1

Room - East Prof Center - ...

For **requests made using the room request form or for day of requests**, we will follow up with an email or phone call. Then you will receive a calendar invitation from the room where your reservation is confirmed. The room will show as the organizer of the meeting. Please RSVP “yes” when you receive this.

EL Bootcamp 6-8

Wed 6/22/2022 8:00 AM - 4:00 PM View series Show all instances

Room - East Prof Center - 213 (40)

Room - East Prof Center - 213 (40)

15 minutes before

Reservation completed: 5-3-2022 @ 3:10 PM RYH

This shows a confirmed request - the organizer of the event is the room that has been reserved, and the notes confirm that the reservation was completed. If the notes tell you that a building permit is required, your reservation is not confirmed until you have completed the building permit procedures.

Tracking

Organizer

Room - East Prof Center

Attendees

### Notes for all Room Requests

- Please account for meeting participant arrival time, set up and clean up time when making your request. See the examples below:
  - If the meeting starts at 2:00, but you plan to arrive at 1:45 to set up, then your room reservation request should start at 1:45.
  - If you are anticipating a large group who may begin arriving 30 minutes in advance of your meeting start time, then the room reservation request should begin 30 minutes earlier than the start time of your meeting.
  - If you have a large set up that needs to be done the day before the meeting and the tear down will need to happen the day after the meeting, you should reserve the space for three days total, 24 hours each day, so that no other meetings are scheduled in the space during the set up and tear down times.

You may find it simpler to keep the room reservation separate from the invitation you send to participants since the start and end times may be different.

- If you move tables, the room must be returned to its original configuration at the end of your room reservation. This will ensure that the room is ready for the next group whose meeting could potentially begin a few minutes after yours.
- For large events, we will work to accommodate your request to change the room arrangement. Please describe the desired room configuration on the room request form. If you have a diagram of the room setup you would like, you are able to upload that to the form.
- Please note the classrooms at East Professional Center cannot be reserved for use as office space. The atrium space on the first floor is a recommended work space on days when the atrium is not reserved for an event.
- You may reach the Office of Professional Development at [opd@clevelandmetroschools.org](mailto:opd@clevelandmetroschools.org) with any questions or concerns you have. Please note that your response may be delayed if emailing individual team members. Using this shared mailbox is the best method to receive a response.

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#### **IMPORTANT**

If your plans have changed and you will not be using a room you reserved, please notify the Office of Professional Development as soon as possible so that the room may be released for use by another group.

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#### **Food in Meeting Rooms**

Guests hosting events at the East Professional Center are welcome to serve food and nonalcoholic beverages during their meetings, but they must adhere to these guidelines:

- Please remember to include food set up and clean up time when choosing the start and end time of your meeting
- The meeting host is responsible for disposing of all food, drinks, and serving utensils before the end of your room reservation time. All food and related items must be thrown away/taken with you at the end of your meeting. There is likely another meeting immediately following yours, so you will need to make sure the space is ready for the next group. Leftover food cannot be placed in the Professional Development office, so you may want to consider bringing foil or to go boxes if you anticipate having food left over.
- If using a catering service, please be sure that any equipment they need to pick up will be picked up before the end of your room reservation time.

## Building Permits

A building permit is an application to use the facility outside of normal building hours. Building permits are required for:

- CMSD meetings that will end after 5:45 Monday-Friday
- Non-CMSD/Community weekday meetings (only available starting at 5:00 p.m. weekdays)
- All weekend meetings

Once the Office of Professional Development confirms that rooms are available for the dates you are requesting, we will tentatively reserve the space, and then forward the request to the Safety and Security Department. The Safety and Security Department will contact you to confirm whether or not the event can be staffed and will confirm event costs.

## Technology Notes

Every room has either a projector or monitor for you to display your computer screen. Please note that if you are using your own computer, you will need to have an **HDMI** input or adapter that allows your computer to connect via HDMI. Or you can use the computers available in the classroom by logging in with your CMSD credential. If you are a community member needing to use the CMSD device, **we can provide you with login credentials.**

We are pleased to share that three of our rooms are outfitted with Cisco telepresence technology. This technology works with the WebEx conferencing platform to and gives you the capability to have a hybrid meeting with participants both in person and online. It also allows you to record your session to be shared with others later. You **must have a Webex account** to use these features. If you plan to use these features, please indicate this on the room request form. We will share instructions with you on how to use the system and we can also schedule a time ahead of your session to make sure you understand how to use the technology during your meeting. Keep your eyes out for future technology upgrades in our meeting rooms.

**We look forward to serving you!**

**Office of Professional Development**

[www.clevelandmetroschools.org/pd](http://www.clevelandmetroschools.org/pd)

[opd@clevelandmetroschools.org](mailto:opd@clevelandmetroschools.org)

216-838-0290