



WEEKLY FACILITIES MEMO

August 12, 2019 – August 18, 2019

Monday – August 12, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
101	Horticulture Club Meetings	5:00p-8:00p			Sandra Diehl
501	Office Hours	12:30p-1:30p		12/15/19	Kathleen Callison
1645	Office Hours	5:00p-6:30p		12/11/19	Simone Findlay
Tennis Courts	Tennis	8:00a-12:00p		8/24/19	Phil Cello

Tuesday – August 13, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
431	Office Hours	10:00a-11:00a		12/11/19	Kelvin Cheah
1738	Volleyball	3:00p-4:00p		11/14/19	Darla Williams
Tennis Courts	Tennis	8:00a-12:00p		8/24/19	Phil Cello

Wednesday – August 14, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
446	Smart Borrower Workshop	10:00a-11:00a			Fiorella Minchillo
501	Office Hours	12:30p-1:30p		12/15/19	Kathleen Callison
Tennis Courts	Tennis	8:00a-12:00p		8/24/19	Phil Cello

Thursday – August 15, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
431	Office Hours	10:00a-11:00a		12/11/19	Kelvin Cheah
446	Office Hours	8:00a-10:30a		12/11/19	Robin Perrett-Ashby
1645	Office Hours	5:00p-6:30p		12/11/19	Simone Findlay
1738	Volleyball	3:00p-4:00p		11/14/19	Darla Williams
2728	Professional Development Meeting	2:00p-4:00p			Michelle Smith
Tennis Courts	Tennis	8:00a-12:00p		8/24/19	Phil Cello
VJO Conference Room	Hyde Park Community Board Meeting	6:30p-8:30p			Nicholas Gambino



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August 12, 2019 – August 18, 2019

Friday – August 16, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
902	Assessment Committee	11:30p-1:00p	Unlock Room		Andrew Wesley
1818	OCED Meeting	6:00p-8:00p			Julene Calvo
Back of Cafeteria	ECHS Student Club Rush	11:30a-12:00p	12 Tables and no chairs. No stage if possible.		John Pizzo
Tennis Courts	Tennis	8:00a-12:00p		8/24/19	Phil Cello
Football Stadium	ECHS Back-to- School Student Social	3:00p-5:30p	Open/close stadium		John Pizzo

Saturday – August 17, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
1818	OCED Meeting	12:00a-2:00p			Julene Calvo
Gym	Bay Area FILM Basketball	6:00p-8:00p			Samuel McKinney
Tennis Courts	Tennis	8:00a-11:00a		8/24/19	Phil Cello

Sunday – August 18, 2019					
Room	Event	Time	Facilities Instructions	End Date	Contact
Gym	Bay Area FILM Basketball	6:00p-8:00p			Samuel McKinney