

# Who Can Reserve Space at the LLC

<b>CAN:</b>	<b>CANNOT:</b>	<b>How</b>
All instructors from the Department of Spanish and Portuguese		Reserve using Reservation Request Form on LLC website.
Instructors from FLL for courses with course fee attached to it	FLL Instructors - for courses <b>with no</b> LLC course fee attached	Reserve using Reservation Request Form on LLC website.
Instructors from Signed Language Interpreting or CELAC		Reserve using Reservation Request Form on LLC website.
Language instructors who want to try out the LLC collaborative classrooms before committing to a LLC course fee, including instructors from the Navajo Program, with Director approval	Anyone outside of UNM	Contact Director at <a href="mailto:Castaldi@unm.edu">Castaldi@unm.edu</a> or 505-277-7368
CAPS tutors		Request reservations through email to Director who will forward it to Lab Attendants
Language students may reserve spaces for class-related activities, research presentations or other academic activities, as long as there is space.	Students <i>not</i> registered in a language class	Request reservations through email. Must have Director or Supervisor approval.
Language clubs		Lab attendants through email.
S&P, FLL, Sign department meetings, with Director approval		Director at <a href="mailto:Castaldi@unm.edu">Castaldi@unm.edu</a> or 505-277-7368
Outside departments for select events, with Director approval		Director at <a href="mailto:Castaldi@unm.edu">Castaldi@unm.edu</a> or 505-277-7368

# What Space Can Be Reserved

Room	Who
Labs 1, 2, 4, 6	Instructors, CAPS tutors, students *
Lab 3	No one
Lab 5, Sign Lab	Sign instructors will reserve all of their classes at the beginning of the semester and instructors, students, CAPS tutors and others can reserve space after that.
Movie room	Instructors, CAPS tutors, students
Room 118	Instructors, CAPS tutors