

Baca is now available on the Events Management System. You can look and see what is available and make a booking request. Simply:

1. Click *Sign into CC* (CC homepage)
2. Click *Events Management*
3. Click *Request space at Baca Campus* (direct link [here](#))
4. Click *Booking Calendar* (to see what dates are available)
5. Then enter your dates, number of attendees (see below for limits), and highlight the space you would like
6. Click "Search"
7. On the "Venue Availability" page, highlight the space again, and click "Add Space"
8. On the "Venue Availability Booking Request" page, add a basic description, and answer the event details questions. Add an event summary (i.e. private visit, or ENG101)
9. Click "Submit"
10. You should receive a confirmation packet within 48 hours

Below is a description of the spaces:

Lodge Apartment: 2 bedrooms, 2 twin beds in each (4 people)

Lodge A: 4 bedrooms, 3 twins in each (12 people)

Lodge B: 4 bedrooms, 3 twins in each (Accessible shower and 1 bed can be converted to handicap bed) (12 people)

Townhome 7: 3 bedroom, 3 twins in each (9 people)

Townhome 8: 3 bedroom, 3 twins in each (9 people)

Townhome 14: 2 bedroom, 1 queen bed in each (2-4 people)

Private visit cost:

4 or fewer people: \$75/stay

5 or more people: \$150/stay

Maximum stay: 3 nights

Roll away beds are available if needed.

Once you book, you will receive a confirmation (and payment request) from Summit, and then a follow up email with door access codes. If you do not receive the confirmation email from my office in 2-3 business days please contact Drew Cavin.

Please let me know if you have any more questions.