

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
**GUEST INFORMATION**

**Contact Person:**

Lizeth Cabrera, Office of Educational Services (OES)  
Administration Building, Room 123  
323-409-5911  
[LCabrera@dhs.lacounty.gov](mailto:LCabrera@dhs.lacounty.gov)

**Parking:**

- Guest speakers/program coordinators may park in Lot 14. Please provide the names to the Director of the Office of Education Services
  - Class/program participants may park in Lot 10.
- EXCEPTION: Participants requiring handicapped parking may park in Lot 14

**Security/Check In & Check Out:**

- Los Angeles County (LAC) employees must wear their ID badges
- Visitors without LAC ID badges, must sign in with the security guard and obtain a temporary badge from front office.
- Most classrooms, conference rooms, and computer labs are equipped with:
  - Telephone and emergency phone numbers
  - In the event of emergency, dial x93333

**Class Materials:**

- Bring any needed class materials to the class/meeting room
- The College has no space for storing class materials and will not provide photocopying services

**Classroom Equipment:**

- Each classroom is equipped with:
  - Television with DVD/VHS
  - Projector, screen
  - White board, nonpermanent markers, erasers
- Speakers are required to use the multimedia equipment available at the College. Please contact onsite IT (323-409-2728) for additional information.

**Facilities:**

- **Room temperatures may vary. Dress in layers**
- Bathrooms are located in every building. Vending machines (no coffee) are located in Tower Hall lobby.
- No eating or drinking in classrooms. Only water is allowed.
- Please be **respectful** of other classes in session. Since sound travels down hallways and is disruptive to other classes in session, class participants are encouraged to exit the building to use cell phones.

**Classroom Maintenance:**

- Please adhere to the Classroom Maintenance Expectations and return completed form to Administration room 123 at the completion of class

Thank you for promoting an optimal learning environment.