

# SPACE SETUP FOR MEETING ROOMS

For events held in the Meeting Center's outdoor areas, customers must provide and set up their own furniture and equipment.

Indoor areas come with a fixed or built-in arrangement of furniture and equipment (see brochure), with the exception of the Meeting Rooms. Library Staff can setup library-owned furniture in one of four ways:



**Presentation Style (Tables):** Rows of tables facing the drop down screen. Approximate # of seats: 40 (Room A), 80 (Room AB)



**Presentation Style (No Tables):** Rows of chairs facing the drop down screen. Approximate # of seats: 60 (Room A), 120 (Room AB)



**Squares of 4:** Each square is a table with seating for 4. Approximate # of seats: 40 (Room A), 80 (Room AB)

**Empty Setup:** Room will be empty of tables and chairs. You are responsible for the special arrangement of library-owned furniture for your event.

Please advise Library Staff of the setup your event requires when you submit a Reservation Request Form. **Special setups are the responsibility of the customer. Please do not expect to be allowed to setup before your reservation or block of time begins. of the customer. Please do not expect to be allowed to setup before your reservation or block of time begins.**