

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.**