

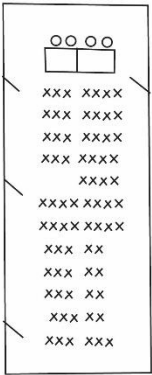
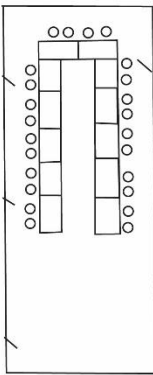
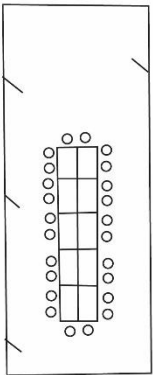
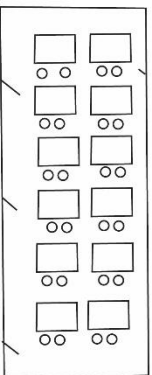
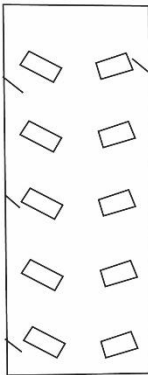
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## Civic Auditorium ABC Meeting Room Reservation

DATE/TIMES: \_\_\_\_\_ NAME/DEPT: \_\_\_\_\_

MEETING TITLE/ACTIVITY: \_\_\_\_\_ PHONE: \_\_\_\_\_

Basic set-up styles (please circle desired style or indicate preference below):

Panel	U-form	Conference room	Classroom	Workroom
				
<u>Set-up 1</u> 71 chairs 2x tables w/ 4 chairs	<u>Set-up 2</u> 12 tables 24 chairs 2 per table	<u>Set-up 3</u> 10 tables 24 chairs 2 per table 1 per end	<u>Set-up 4</u> 12 tables 24 chairs 4 per table	<u>Set-up 5</u> 10 tables 40 chairs 4 per table

If a smaller number of tables and chairs are required we will scale down the style to better suit your needs- please note the number of anticipated attendees and desired set up style:

# attendees \_\_\_\_\_ ☐ Panel ☐ U-form ☐ Conference ☐ Classroom ☐ Workroom

# chairs \_\_\_\_\_ # tables \_\_\_\_\_ please indicate set-up in diagram below:

### EQUIPMENT AVAILABLE FOR RENT

- |   |   |
|---|---|
| <input type="checkbox"/> Coffee pot                                 | <input type="checkbox"/> Podium                     |
| <input type="checkbox"/> Teapot                                     | <input type="checkbox"/> Lectern w/mic              |
| <i>Coffee, tea and treat service can be ordered (ask for quote)</i> |   |
| <input type="checkbox"/> Overhead projector                         | <input type="checkbox"/> Easel                      |
| <input type="checkbox"/> Projector Screen                           | <input type="checkbox"/> Bulletin Boards            |
| <input type="checkbox"/> Large Screen                               | <input type="checkbox"/> 75" Rolling TV w/ Apple TV |

Metered parking is adjacent to the meeting rooms spaces can be reserved in advance for the day

Number of spaces \_\_\_\_\_ x \$3.00 per space = \$ \_\_\_\_\_

RENT \$ \_\_\_\_\_ + EQUIPMENT FEES \$ \_\_\_\_\_ = \$ \_\_\_\_\_

### OTHER ITEMS OF NOTE:

If you have rented equipment, please do not leave the room unattended without notifying building staff  
 Please tidy up prior to checking out  
 Alcohol service requires a special permit  
 Maps/directions available upon request

