

Board Room Meeting/Conference Arrangement

- **To reserve room:** Call 964-4710, ext. 5285
- **To request room setup, submit arrangement form to:** Maintenance and Operations Manager

Submit at least five (5) working days prior to event.

Requested by: _____ Date(s) requested: _____

Number expected: _____ Time: _____ AM / PM to _____ AM / PM
(circle one) (circle one)

Purpose of meeting: _____

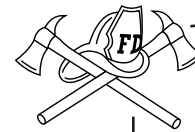
Contact person: _____ Phone: _____ Department: _____

Indicate details of arrangement on the diagram below using the symbols shown below. Include the position of tables and/or equipment to be used.

Seating/tables—Indicate quantity of item(s) required:

_____ Tables (10 folding available).....use symbol: (1.5'x5')

_____ Chairs (46 available).....use symbol:



**Fire Department
Capacity
Regulations**

**46—Seated/No tables
30—Seated using tables**

Equipment—Check items required:

- Podium
- Dry Erase Board
- Projection screen:
- Front of room
- Side of room

Audio-Visual equipment:

For specific audio-visual requirements, contact the Digital Media Technician at 964-4710, ext. 5255, *five working days in advance of event* to arrange use of A-V equipment.

Internet connection:

For Internet connection, contact the Computer Center at 964-4710, ext. 5250, to arrange use.

Meeting cancellation:

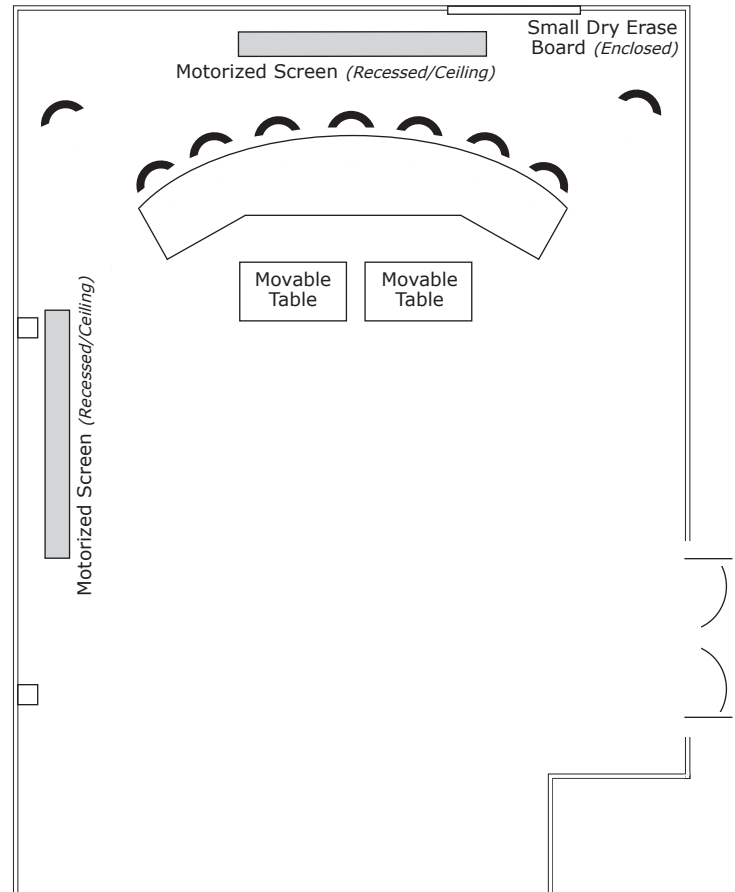
If your meeting is cancelled, contact:

- Maintenance: 964-4710, ext. 5234, to cancel setup
- Superintendent's Office: 964-4710, ext. 5285, to release room

Internal Operations Use Only:

Date received: _____

Set-up Time: _____



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