

## SPACE SETUP FOR MEETING ROOMS A & B

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 Meeting Rooms A & B. These two spaces may be rented separately or together and 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 (A & B separately), 80 (A & B together)



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



**Squares of 4:** Each square is a table with seating for 4. Approximate # of seats: 40 (A & B separately), 80 (A & B together)

**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 for Meeting Rooms A & B are the responsibility of the customer. Please do not expect to be allowed to setup before your reservation or block of time begins.**