



# Conference Room Layout Request Form

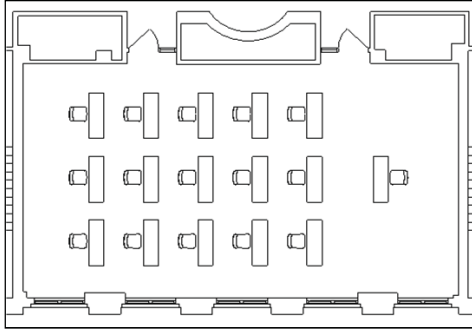
## Cone Room - 2nd Floor Town Hall



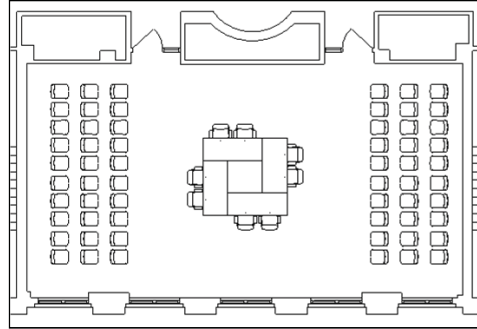
Organization Name \_\_\_\_\_

Meeting Date \_\_\_\_\_  
Meeting Time \_\_\_\_\_

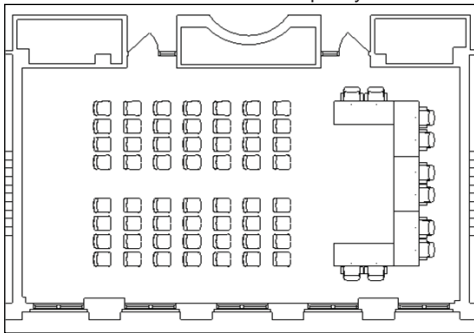
Layout (Circle one or design your own)



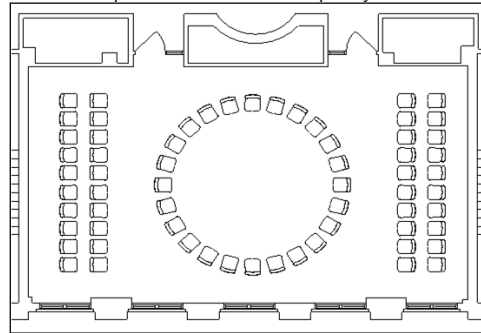
Class Room Capacity 16



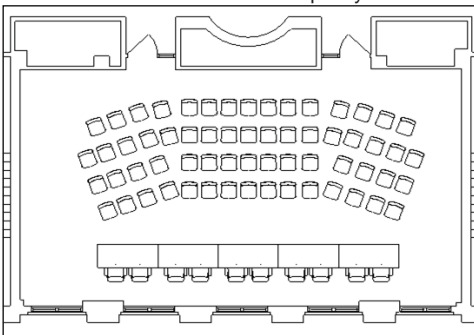
Square Table Capacity 68



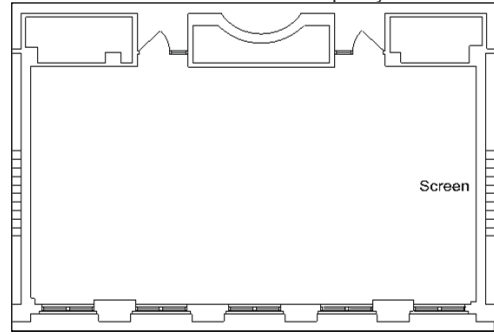
Presentation Capacity 66



Circle Capacity 64



Board Room Capacity 64



Design Your Own Capacity TBD

### Accessories Required (choose as many as needed)

Microphones

Ceiling Projector / Screen

Extra Tables (Specify below)

Extension Cords

TV / DVD / VCR

Podium

Laptop Hook Up

Other (Specify below)

### Additional Requirements (Subject to Review and Refusal)

\_\_\_\_\_

Approved By \_\_\_\_\_  
Title \_\_\_\_\_

Department \_\_\_\_\_  
Date \_\_\_\_\_



# Gisborn Room Layout Request Form

## Gisborn Room - 1st Floor

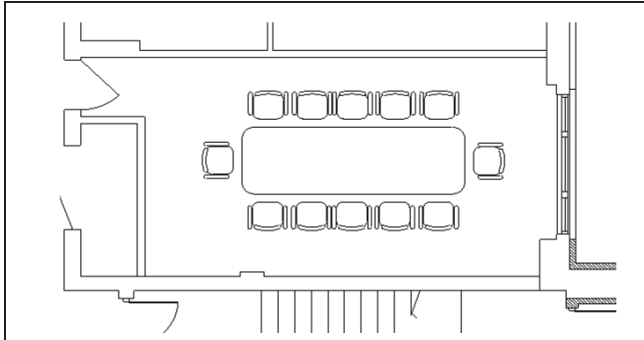


Organization Name \_\_\_\_\_

Meeting Date \_\_\_\_\_

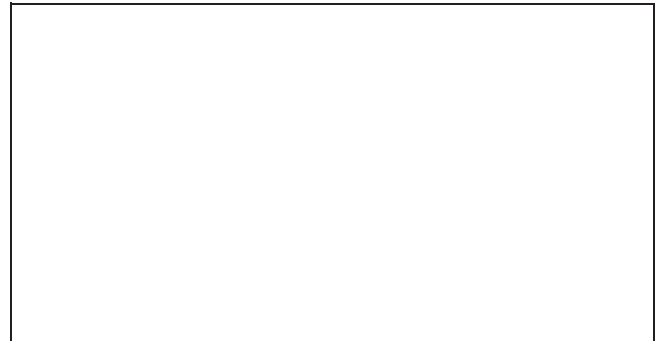
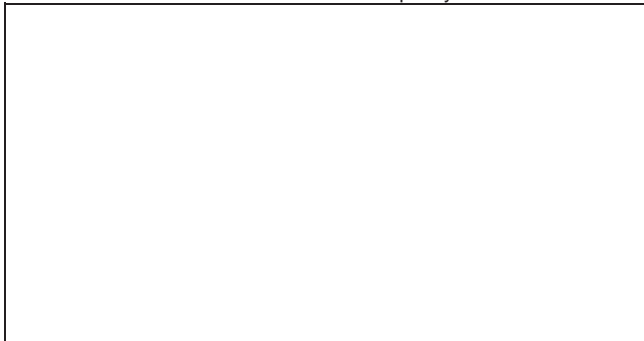
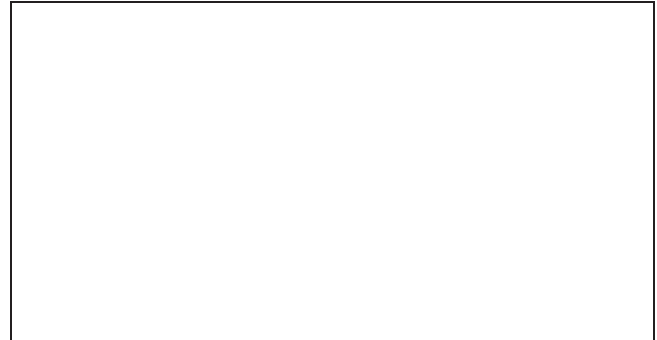
Meeting Time \_\_\_\_\_

### Layout



Standard

Capacity 12



### Accessories Required (choose as many as needed)

Extra Tables (Specify below)

Extension Cords

TV / DVD / VCR

Other (Specify below)

### Additional Requirements (Subject to Review and Refusal)

\_\_\_\_\_

Approved By \_\_\_\_\_  
Title \_\_\_\_\_

Department \_\_\_\_\_  
Date \_\_\_\_\_



# Conference Room Layout Request Form

## Mazza Room - 1st Floor

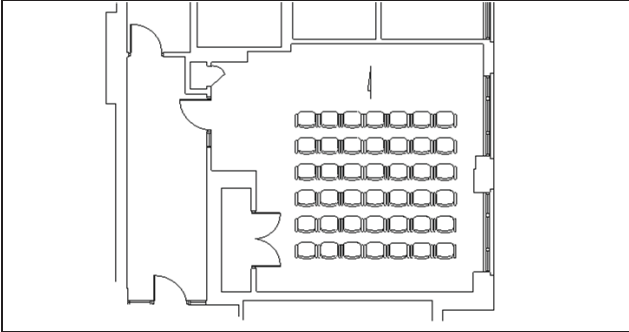


Organization Name \_\_\_\_\_

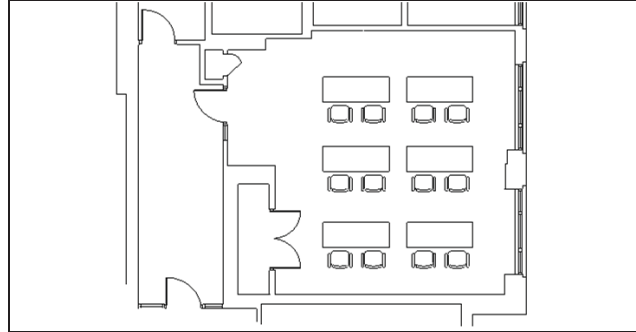
Meeting Date \_\_\_\_\_

Meeting Time \_\_\_\_\_

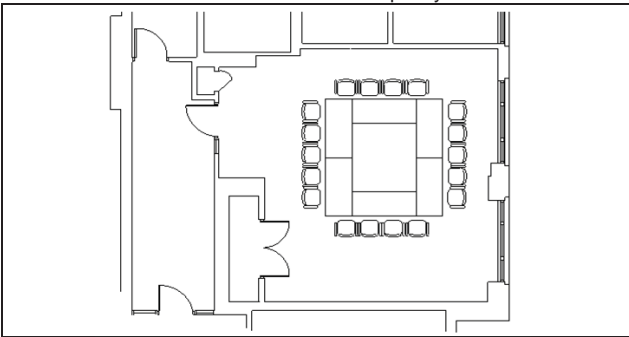
Layout (Circle one or Design your own)



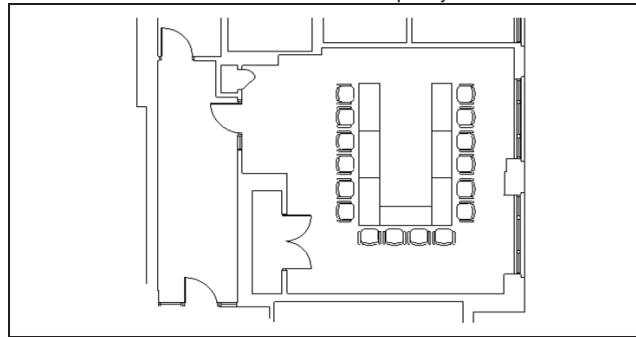
Presentation Capacity 42



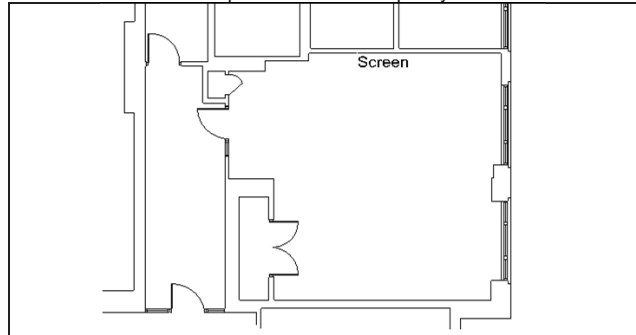
Class Room Capacity 12



Conference Capacity 18



U Shape Capacity 16



Design Your Own Capacity: TBD

### Accessories Required (choose as many as needed)

Smart Board / Projector

Extra Tables (Specify below)

TV / DVD / VCR

Extension Cords

Other (Specify below)

### Additional Requirements (Subject to Review and Refusal)

\_\_\_\_\_

Approved By \_\_\_\_\_  
Title \_\_\_\_\_

Department \_\_\_\_\_  
Date \_\_\_\_\_



# Conference Room Layout Request Form

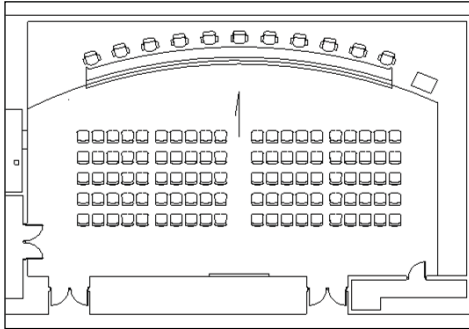
## Town Hall Meeting Room - 1st Floor



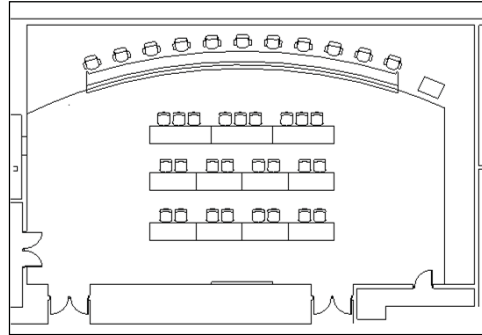
Organization Name \_\_\_\_\_

Meeting Date \_\_\_\_\_  
Meeting Time \_\_\_\_\_

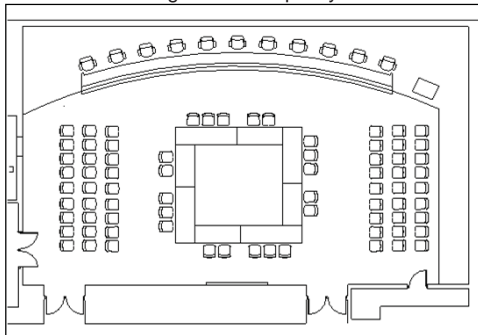
Layout (Circle one or Design your Own)



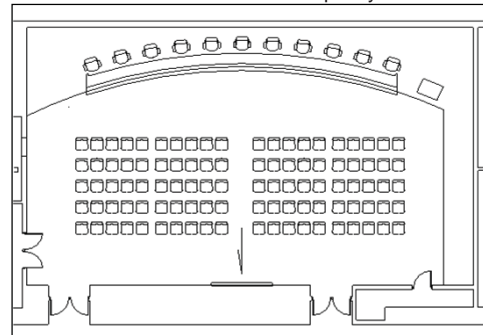
Dias Facing Capacity 100



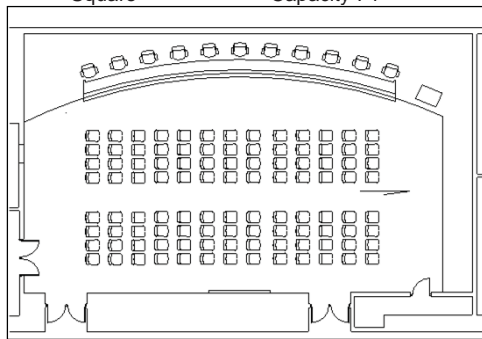
Class Room Capacity 27



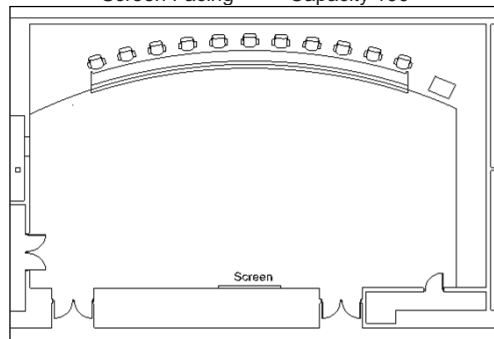
Square Capacity 74



Screen Facing Capacity 100



Presentation Capacity 96



Design Your Own Capacity TBD

### Accessories Required (choose as many as needed)

Microphones

Ceiling Projector / Screen

Extra Tables (Specify below)

Extension Cords

TV / DVD / VCR

Podium

Laptop Hook Up

Other (Specify below)

### Additional Requirements (subject to review and refusal)

Approved By \_\_\_\_\_  
Title \_\_\_\_\_

Department \_\_\_\_\_  
Date \_\_\_\_\_



# Hayton Room Layout Request Form

## Hayton Room - 3rd Floor

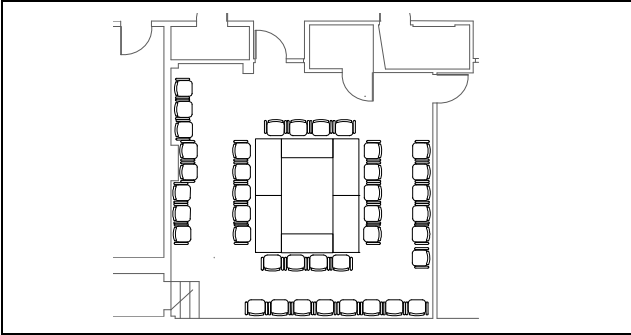


Organization Name \_\_\_\_\_

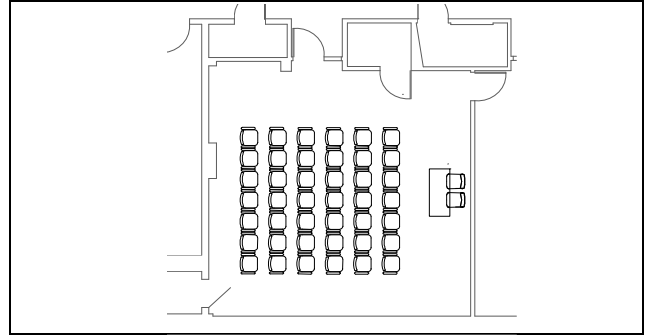
Meeting Date \_\_\_\_\_

Meeting Time \_\_\_\_\_

### Layout (Circle one)



Standard Capacity 40



Presentation Capacity 44

### Accessories Required (choose as many as needed)

Extension Cords

Other (Specify below)

### Additional Requirements (Subject to Review and Refusal)

Approved By \_\_\_\_\_  
Title \_\_\_\_\_

Department \_\_\_\_\_  
Date \_\_\_\_\_