



# Conference Room Layout Request Form

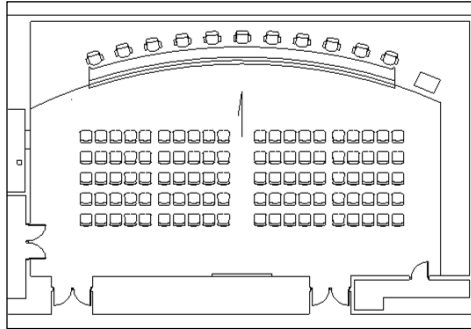
## Town Hall Meeting Room - 1st Floor



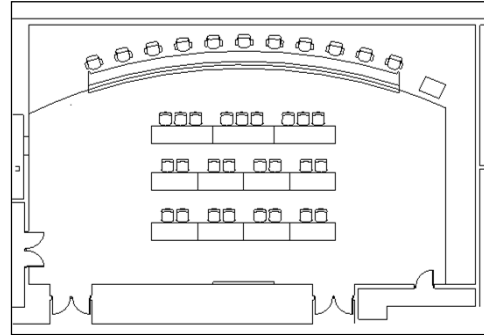
Organization Name \_\_\_\_\_

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

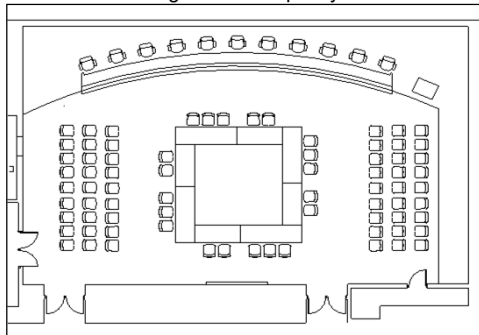
Layout (circle one or design your own)



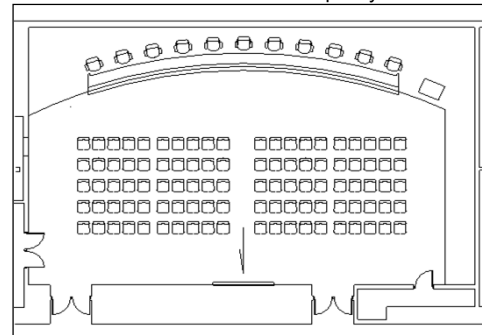
Dias Facing Capacity 100



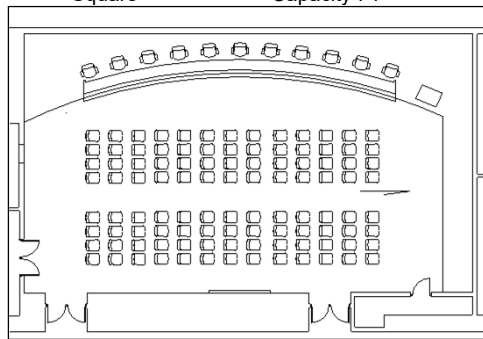
Class Room Capacity 27



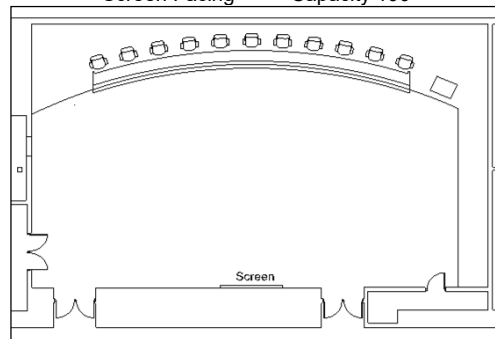
Square Capacity 74



Screen Facing Capacity 100



Presentation Capacity 96



Design Your Own Capacity TBD

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

Microphones	<input type="text"/>	Ceiling Projector / Screen	<input type="text"/>
Extra Tables (Specify below)	<input type="text"/>	Extension Cords	<input type="text"/>
Laptop Hook Up	<input type="text"/>	Podium	<input type="text"/>
Other (Specify below)	<input type="text"/>		

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

\_\_\_\_\_

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

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



# Conference Room Layout Request Form

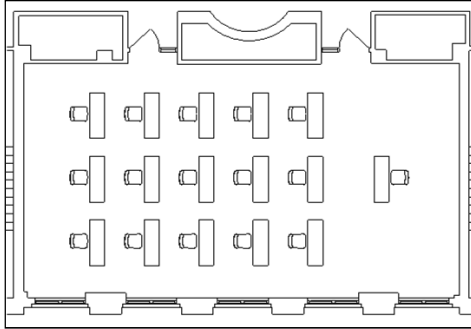
Cone Room - 2nd Floor Town Hall



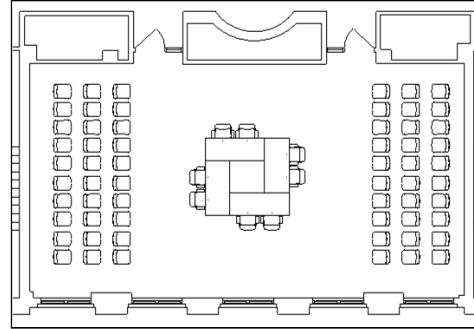
Organization Name \_\_\_\_\_

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

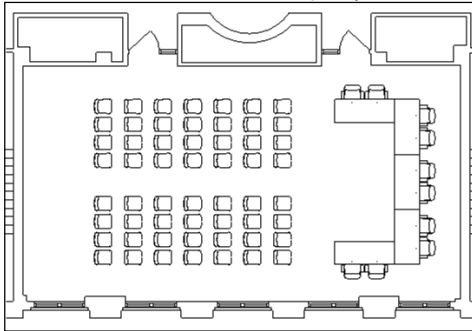
Layout (circle one or design your own)



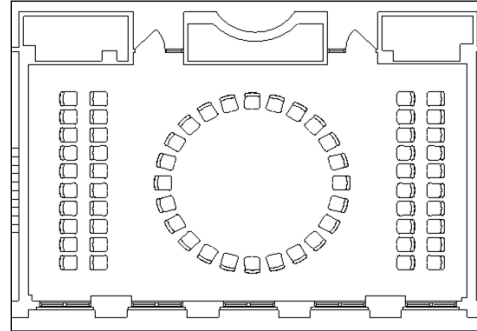
Class Room Capacity 16



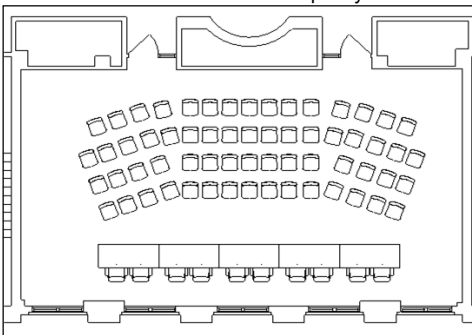
Square Table Capacity 68



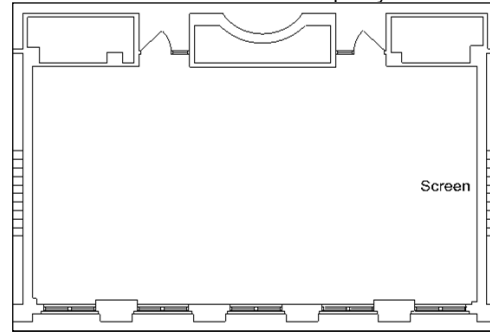
Presentation Capacity 66



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

Laptop Hook Up

Podium

Other (Specify below)

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

\_\_\_\_\_

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

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



# Gisborne Room Layout Request Form

## Gisborne Room - 1st Floor

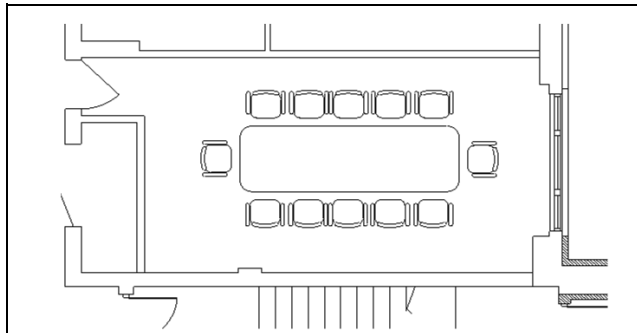


Organization Name \_\_\_\_\_

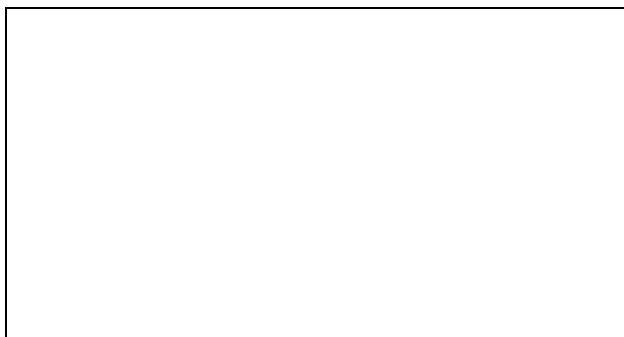
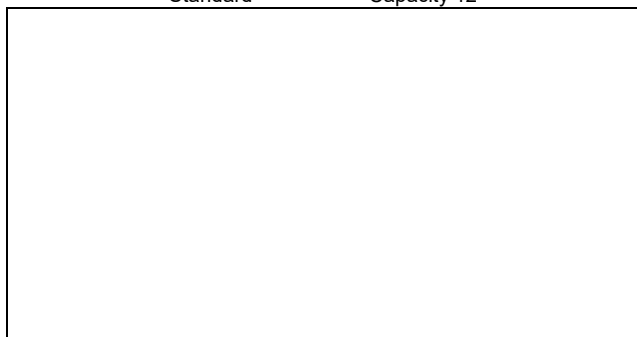
Meeting Date \_\_\_\_\_

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

### Layout



Standard Capacity 12



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

Other (Specify below)

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

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

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



# Conference Room Layout Request Form

## Mazza Room - 1st Floor

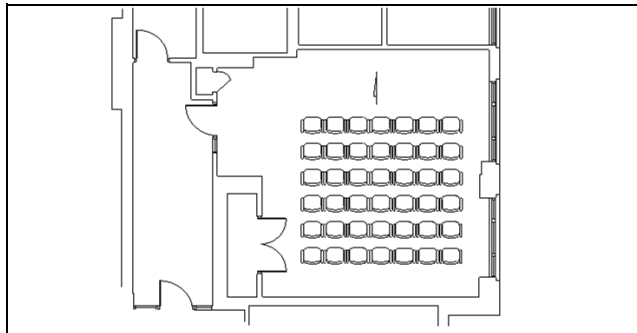


Organization Name \_\_\_\_\_

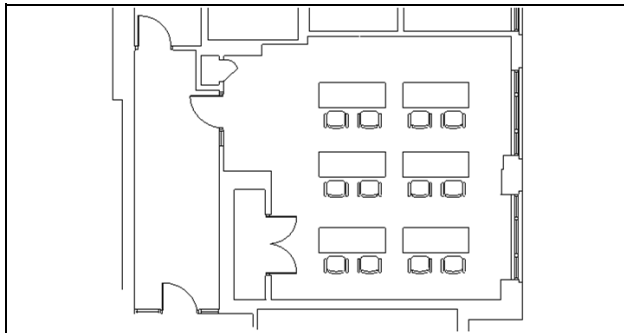
Meeting Date \_\_\_\_\_

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

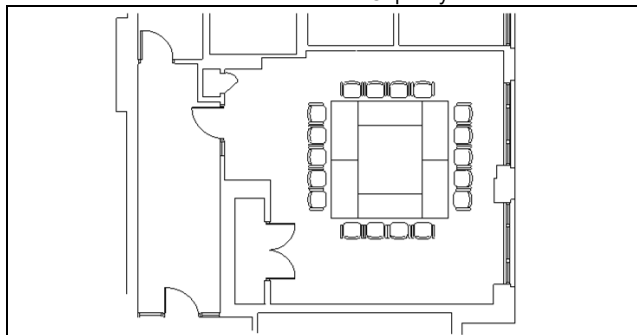
Layout (circle one or design your own)



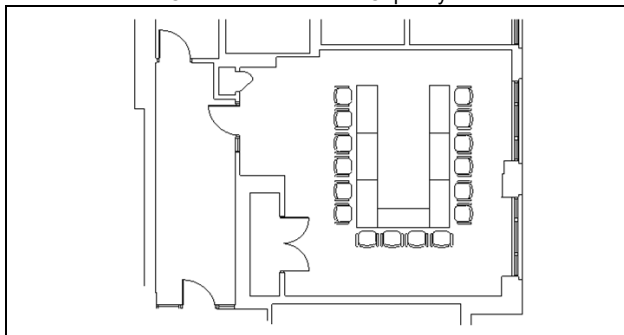
Presentation Capacity 42



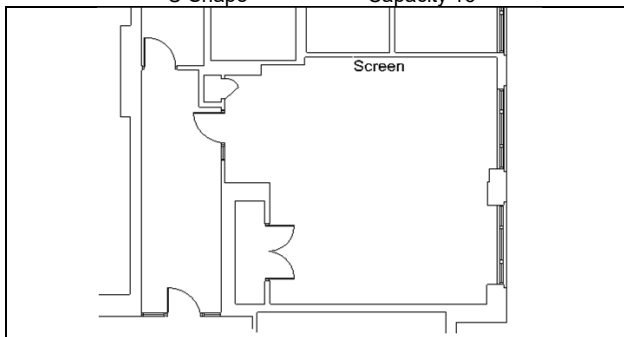
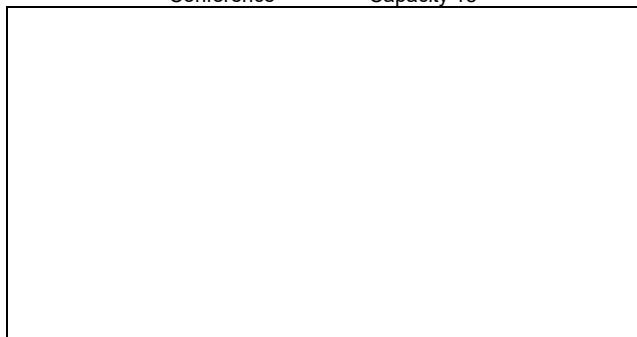
Class Room Capacity 12



Conference Capacity 18



U Shape Capacity 16



Design Your Own Capacity: TBD

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

Use of Screen for Presentation

Extension Cords

Extra Tables (Specify below)

Other (Specify below)

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

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

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