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  

Cone Room - 2nd Floor Town Hall
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 Department
Title Date
Conference Room Layout Request Form
Mazza Room - 1st Floor

Organization Name

Meeting Date
Meeting Time

Layout (Circle one or Design your own)

<table>
<thead>
<tr>
<th>Layout</th>
<th>Capacity</th>
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</thead>
<tbody>
<tr>
<td>Presentation</td>
<td>42</td>
</tr>
<tr>
<td>Class Room</td>
<td>12</td>
</tr>
<tr>
<td>Conference</td>
<td>18</td>
</tr>
<tr>
<td>U Shape</td>
<td>16</td>
</tr>
<tr>
<td>Design Your Own</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Accessories Required (choose as many as needed)

- Smart Board / Projector
- Extra Tables (Specify below)
- Extension Cords
- TV / DVD / VCR
- Other (Specify below)

Additional Requirements (Subject to Review and Refusal)

Approved By ________________________________ Department ________________________________
Title ________________________________ Date ________________________________
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 _________________________________