Committee Set Up

Equipment Storage 100 D

Mechanical Room 100E

Projector Screen

North End Tile
2 Tables Optional & Podium

Sm. Table

Table and Chair Storage 100C

Banquet Table

WEST EXIT
Tile Area
Standard 2 Banquet Tables

Center approx 14 green tiles from end

Banquet Table

Patio

East Tile
2 Tables Optional

Center is approx 13.5 green tiles from end

Kitchen 100F

South Tile
Entrance/Exit
2 Tables Optional

Sm. Table

Coat Rack

Coat Rack

Unisex Bathroom

Storage 100 B

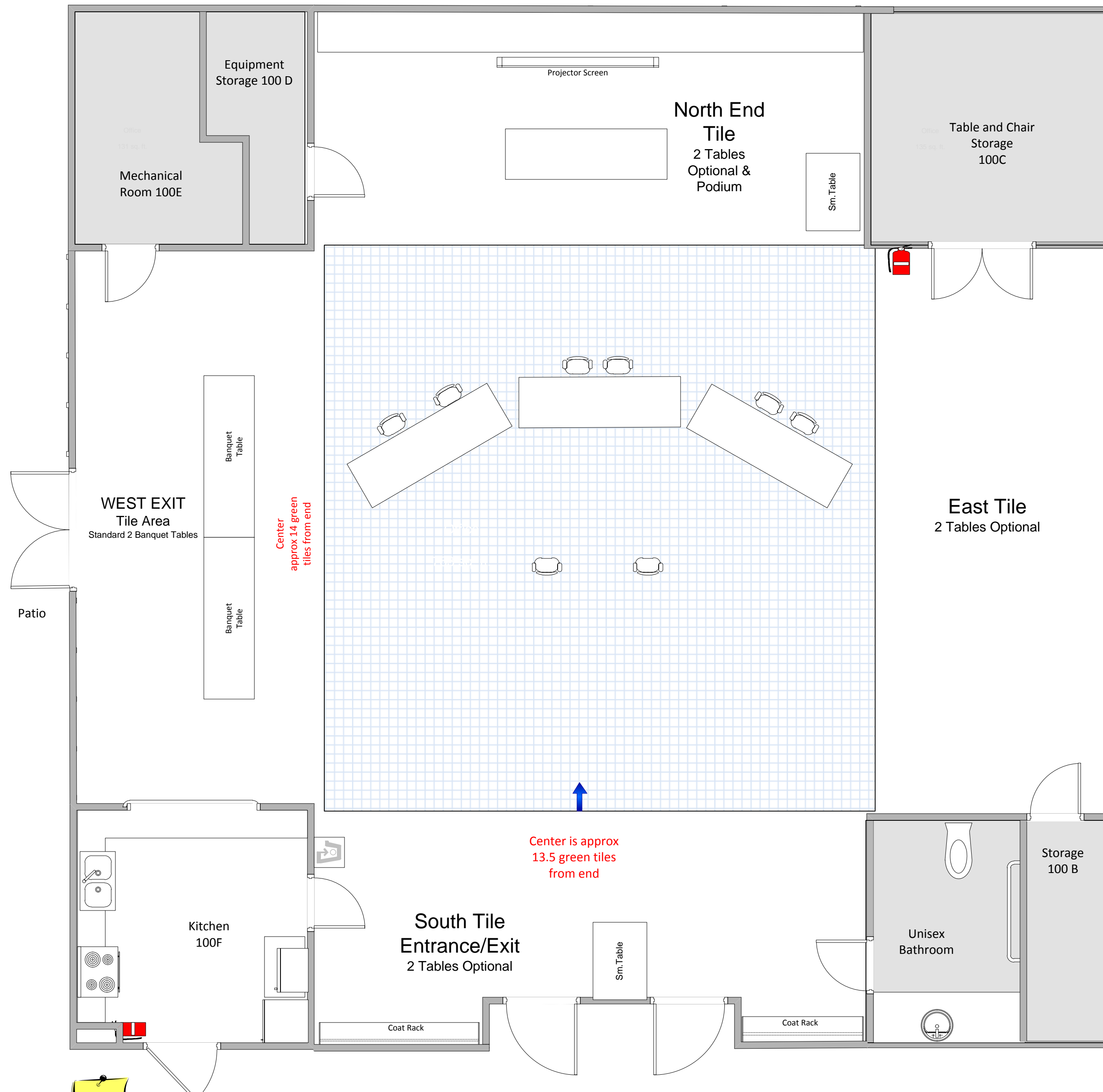## Reservation Requirements

- Cancellations must be provided 24 hrs. prior
- No kitchen supplies, decorating supplies, coffee, utensils etc are supplied.
- Room returned to similar condition at the end of the event.
- Decorations removed and properly disposed of after event.
- Notification given to receptionist at the completion of event
- Rented function - trash removed and disposed of properly!

Entrance to Room 100

Legend:
2 sq. on graph = 1 sq. in room

Capacity = 100

Committee Setup
2-3 - 8' Tables
4-6 chairs
Additional seating optional
Opt: 2 – 8' table at the head of the room