


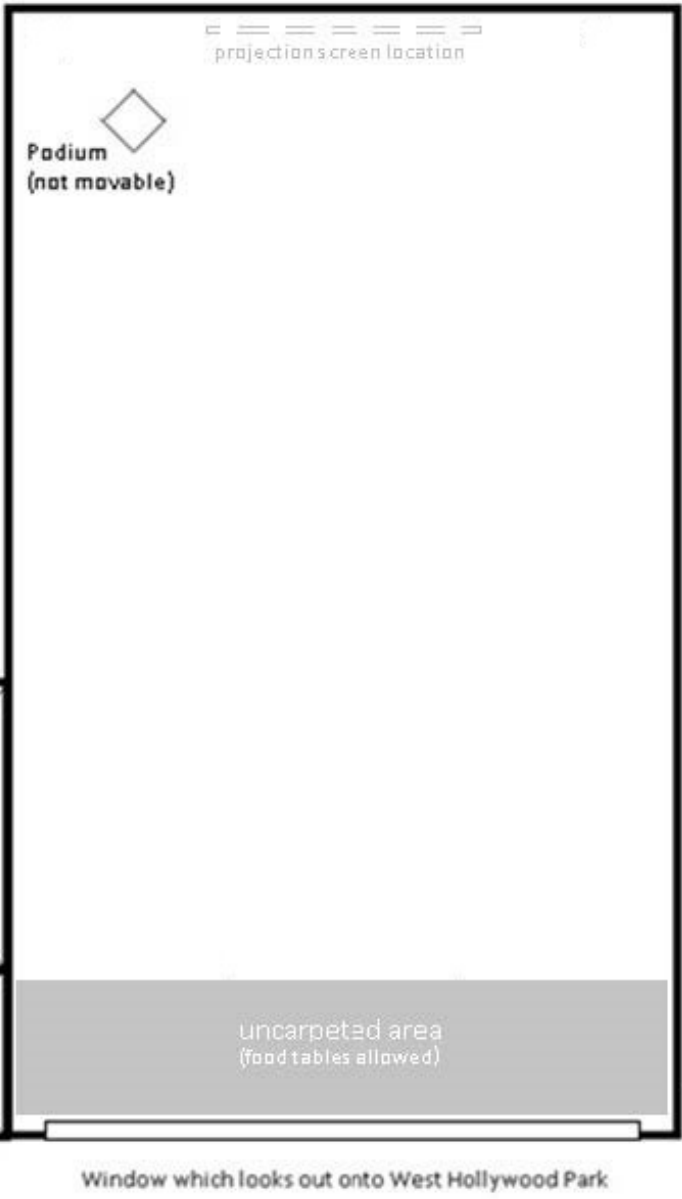


<b>Community Meeting Room (CMR) Room Set-up Form</b>	
Today's Date	
Your Name	
Name of Event	
Date of Event	
<b>Time of Access to Room &gt;</b>	
(IMPORTANT: a day porter will meet you at the time indicated here to ensure the set-up is correct and mics are working)	<input type="checkbox"/> Request someone to open room to meet you at time above
	(staff use only) Person assigned:
	<input type="checkbox"/> (City Staff Only) Will check out room key from Arts&Econ A day porter will meet you, but you are responsible for locking up. <b>Please Indicate Your Person:</b>
	<input type="checkbox"/> (City/Library Staff Only) Have own key for access. A day porter will meet you, but you are responsible for locking up. <b>Please Indicate Your Person:</b>
Actual Event Start Time	
Actual Event End Time	
<b>Time Vacating Room</b> (must be finished cleaning up, etc.)	(City/Library Staff Use only): Person responsible for locking up:
Onsite Contact Person For the Event	
Onsite Contact Person Cell #	

**LEGEND:** Use the symbols below to indicate how you would like the room set-up on the diagram (please draw the set-up). You may have to print out and draw by hand if you lack Adobe Acrobat.

-  6 ft long tables (up to 18 available)
- \_\_\_ Total # of tables
-  Chairs (up to 78 available) the line represents the back of the chair
- \_\_\_ Total # of chairs
-  Microphones (see next page for #)



If you have food tables they must be placed near the window on the uncarpeted area here



## Community Meeting Room (CMR) Room Set-up Form (Pg. 2)

Name of Event	
Date of Event	

**Optional Add-Ons (please check box, indicate # needed, and mark the location on the map on Page 1 if applicable)**

**Tablecloths**

\_\_\_ # of Tablecloths (up to 5 available, \$11 cleaning fee each)

Please attach payment receipt from cashier or provide internal City account # to be charged here:

\_\_\_\_\_

**Whiteboard (1 available)**

**Public Meeting – Assisted Listening Devices Needed (available for city/library events only)**

All City Public Meetings are required to offer Assisted Listening Devices to individuals requesting them. These devices should be requested in advance so they can be fully charged overnight before your meeting and set out by facilities staff.

**Would like Projection Screen Down**

City Staff must have attended tech training to use room equipment. Your person: \_\_\_\_\_

**Outside (Non city or Library Staff) users must provide their own projector**

**Would like Rack PC Closet Unlocked (Only for City/Library Staff)**

City Staff must have attended tech training to use room equipment. Your person: \_\_\_\_\_

**Microphones (no more than 7 total, plus 1 podium mic)**

\_\_\_ # of Table Microphones (up to 7 available)

\_\_\_ # of Handheld Wireless Microphones (up to 7 available)

\_\_\_ # of Floor Stand Microphones (up to 2 available)

\_\_\_ # of Lavalier clip-on microphones (up to 2 available, only for City/Library staff use)

\_\_\_ # total number of mics (add all of the above, should equal no more than 7)

You may add any comments in the space below:

If you are a Mac user, there is an issue with compatibility between Macs and PCs that doesn't allow us to see the form data you've filled out. Please either print out and scan this to us, or alternately after filling it out, choose Print from the File menu and then use the dialog box's PDF option to save it to a PDF.