Council Chambers/ Public Meeting Room (PMR) Room Set-up Form

Please fill out all fields. If your event involves rentals of furniture, an Autocourt closure, or is similarly complex, please provide a 'production run schedule' with times of deliveries, set-ups and appropriate contact numbers for point people to facilities and AED. Please contact Libraryrooms@weho.org for more info or if you have questions about this form.

Today's Date			
Your Name			
Name of Event			
Date of Event			
Time of Access to Room			
(a porter will meet you at this time to make sure the room is set-up the way you need)	(Available for outside users only) Request someone to open room to meet you at time above	☐ (Available for City Staff Only) Will check out access badge from Arts and Economic Dev Div to unlock	☐ (Available for City/Library Staff Only) Have own key/badge for access
	(AED/Facilities Use Only) Person assigned:	Please Indicate Your Person:	Please Indicate Your Person:
Actual Event Start Time			
Actual Event End Time			
Time Vacating Room		Please indicate your person responsible	e for locking up:
Onsite Contact Person For the Event			
Onsite Contact Person			
Cell #			
Onsite City Staff Person			
(city staff person required			
to be onsite for any events			
in Council Chambers.)			
Optional Add-Ons (ple	ease check box and ind	licate # needed if applicab	ole)
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Council Chambers/ Public Meeting Room (PMR) Set-up Form (Pg. 2)					
Name of Even					
Date of Event Time of Room Booking to					
	Dias	* **		prajections creen location the flag Curtain Location Request Curtain Open Request Curtain Closed Podium relocated to behind curtain Document Box relocated to behind curtain	
Coffeeshop	Council Chambers (139 fixed seats)			Request Computer Cabinet to be unlocked (needed using bluray player or rack PC for projected presentations) No Set-up is needed, only using Closed Session Room (if using the closed session room, must book Council Chambers too)	
	AnteChamber	→	- Re	Parking Validation Machine available only for City Meetings or Co-Sponsored Events that have requested a waiver of parking fees from Council. If requested, parking validation machine must be placed on a table in one of these 2 locations: — ☐ Inside Council Chambers — ☐ Inside Lobby (do not leave unguarded)	
Auto-Court (any closures must be pre-approved by Council)		Restooms	Please use the diagram to the left to draw the approximate location of additional furniture you would like using the legend and symbols below, for instance tables needed in the lobby/extra chairs. If you do not draw the extra tables and chairs requested, facilites cannot set them up for you.		
			 6 ft long tables (up to 6 available 5 ft long tables (up to 2 available X Chairs (up to 48 available) 		
Close Auto-Court (Closures for Special Events must be approved by Council Item - please email Council Item to libraryrooms@weho.org) Please indicate minimum requested time of auto-court closure, incorporating any set-up and break down time Autocourt Closure Needed:		m -	Total # of extra 6 ft tablesTotal # of extra 5 ft tablesTotal # of extra chairs		

If you are a Mac user, there is an issue with compatibility between Macs and PCs that doens'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.