

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)	<input type="checkbox"/> (Available for outside users only) Request someone to open room to meet you at time above	<input type="checkbox"/> (Available for City Staff Only) Will check out access badge from Arts and Economic Dev Div to unlock	<input type="checkbox"/> (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 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 (please check box and indicate # needed if applicable)

- Wireless Microphones (up to 6 available, not including the lectern mic or hard wired mics)**
 ___ # of Table Microphones (up to 6 available)
 ___ # of Handheld Wireless Microphones (up to 6 available)
 ___ # of Floor Stand Microphones (up to 2 available)
 ___ # of Lavalier clip-on microphones (up to 2 available, only for City/Library)
 ___ # total number of mics (add all of the above, **should equal no more than 6**)

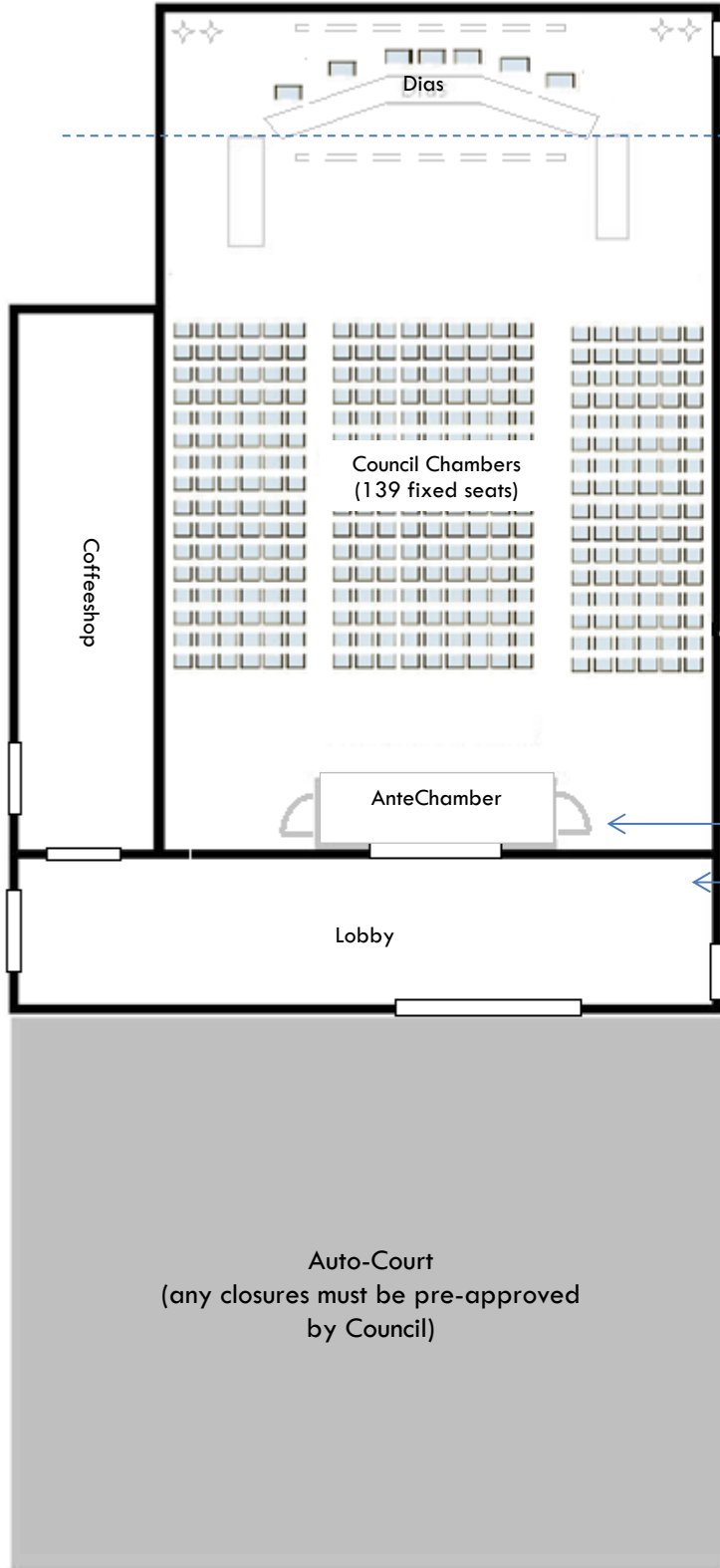
- Tech support**
 ___ **WaveGuide requested** (must be reserved a minimum of 2 weeks in advance – only available for Televised Board and Commission Meetings, or if for a special event, must be specifically referred to in the Council Item, with a fiscal impact of \$450 per 4 hour block) Time requested: ___:___ to ___:___
 ___ **Staff will handle tech.** (Each City Department should have a designated person who is trained on the basic technical aspects of the room. If you do not have a designated person, please have them arrange for a basic technical training.)

Please Indicate Your Staff Tech Person: _____

- Public Meeting – Assisted Listening Devices Needed**
 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. After use, please return devices to their charging station in the closet.

- 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:

Council Chambers/ Public Meeting Room (PMR) Set-up Form (Pg. 2)	
Name of Event	
Date of Event	
Time of Room Booking	to



- projection screen location
- flag
- ← Curtain Location
 - Request Curtain Open
 - Request Curtain Closed
 - Podium relocated to behind curtain
 - Document Box relocated to behind curtain
- Request Computer Cabinet to be unlocked (needed if 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)

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)

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, facilities cannot set them up for you.

- 6 ft long tables (up to 6 available)
- 5 ft long tables (up to 2 available)
- Chairs (up to 48 available)

___ Total # of extra 6 ft tables

___ Total # of extra 5 ft tables

___ Total # of extra chairs

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: ___:___ to ___:___

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.