

Meeting Spaces – Setups and Seating Capacities

Setup Styles

You are responsible for setting up and restoring the room to the original condition.

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| Setup #1, Theater Style: 1 head table Theater seating for 20-40 people | Setup #2, Audience Style: No head table Audience style seating for up to maximum listed number of people |
| Setup #3, General Meeting Style: 4 tables set up in a square Seating for 10-16 people | Setup #4, Classroom Style: 1 head table 6 tables set up in classroom style for 36 people |
| Setup #5, General Meeting with Audience Style: Large head table to accommodate 13 people 20 chairs set up in audience style | Setup #6, Children’s Meeting: No head table – leave open floor space front 1/3 of room Audience style behind open space for adult seating |



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Community Rooms (for use by organizations)

| Location | Size | No. Chairs | No. 4' Tables | No. 5' Tables | No. 6' Tables | No. 8' Tables |
|--------------------|---------|------------|---------------|---------------|---------------|---------------|
| Atkinson | 22 x 26 | 33 | - | - | 2 | 6 |
| Bay View | 23 x 42 | 77 | - | - | - | 6 |
| Capitol | 24 x 27 | 59 | - | - | 6 | - |
| Center Street | 24 x 39 | 80 | - | - | 2 | 6 |
| Central | 25 x 42 | 58 | - | - | - | 11 |
| East | 24 x 44 | 85 | - | 16 | - | - |
| Martin Luther King | 27 x 34 | 37 | - | - | 2 | 4 |
| Mill Road | 24 x 35 | 77 | - | - | 3 | 6 |
| Mitchell Street | 30 x 48 | 75 | - | 17 | - | - |
| Tippecanoe | 42 x 43 | 80 | 12 | 2 | - | - |
| Villard Square | 27 x 30 | 76 | 14 | - | - | - |
| Washington Park | 32 x 33 | 88 | - | - | 22 | - |
| Zablocki | 29 x 40 | 64 | - | - | 4 | 4 |

Conference Rooms (for use by organizations and individuals)

| Location | Seated Occupancy/No. Chairs |
|--|-----------------------------|
| Atkinson | 4 |
| Capitol | 8 |
| Center Street | 12 |
| Central – Krikelas Conference Room 2A | 14 |
| Central – Conference Room 2B | 16 |
| East – Small Study Room (116) | 5 |
| East – Large Study Room (115) | 10 |
| Martin Luther King | 12 |
| Mitchell Street – Conference Room | 14 |
| Mitchell Street – Small Study Room (202) | 2 |
| Mitchell Street – Large Study Room (203) | 4 |
| Tippecanoe | 8 |
| Villard Square – Small Study Room | 4 |
| Villard Square – Large Study Room | 8 |
| Washington Park | 10 |
| Zablocki | 6 |