

Jelf Room (Youth Programming Room)
 (if children are included in the meeting)
Meeting Room Set-Up Request Form

Group/Organization Name: _____

Group Set-Up Contact Name: _____

Group Contact Phone Number: _____

Meeting Date(s) Requested: _____

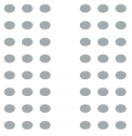
Meeting Time(s) Requested: _____

Please select one layout style for the Jelf Room.

Indicate Option Box selected: _____


Enter the number of tables and chairs requested in the Option Box you selected.

Option A: Auditorium
 Max. Capacity: 25 chairs
 No tables




of chairs: _____

Option B: Classroom
 Max. Capacity: 12 chairs
 (3 per table); 4 tables max.



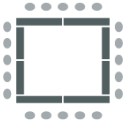
of tables: _____
 # of chairs: _____

Option C: Chairs in Circle/Oval
 Max. Capacity: 20 chairs
 No tables




of chairs: _____

Option D: Enclosed Square
 Max. Capacity: 12 chairs
 (3 per table); 4 tables max.




of tables: _____
 # of chairs: _____

Option F: Open Room
 Max. Capacity: 25
 No tables
 No chairs




Option G: U-Shape
 Max. Capacity: 15 chairs
 (3 per table); 4 tables max.



of tables: _____
 # of chairs: _____

Option H: Chairs against Walls
 Max. Capacity: 20 chairs
 No tables



of chairs: _____

Please indicate audiovisual and equipment needs for the Jelf Room (Youth Programming Room):

1 TV Monitor, HDMI or USB-C Connection

White Board

DVD/Blu-ray player

Sink

Youth Seasonal Outdoor Area (weather dependent)

Lectern