



Kitchenette Area

Switch located on the wall by the microwave has to be on in order for the drop down screen to work

Remotes and HDMI Cord located here

Drop Down Screen from Ceiling

Catering Tables: Please place on this side of room

Wall Jack located here to plug laptop into for projector

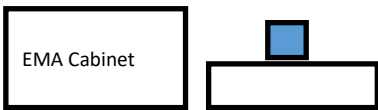
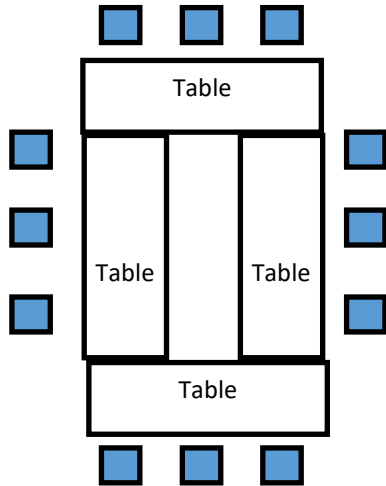
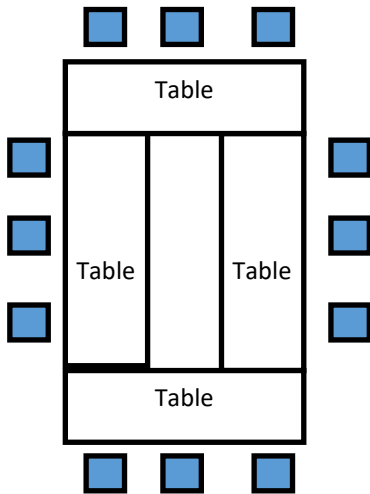
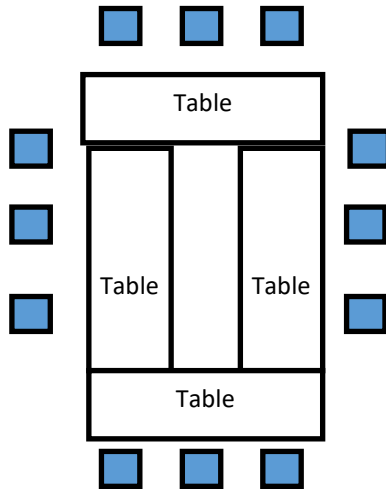
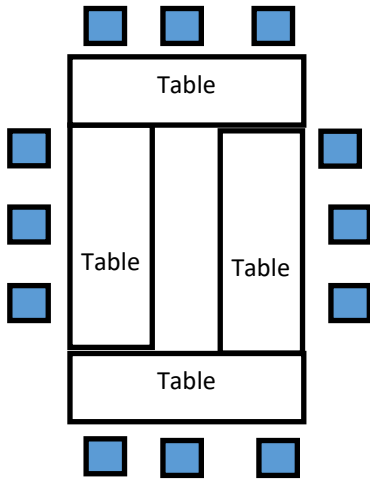
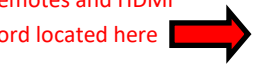
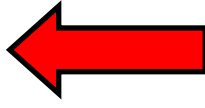
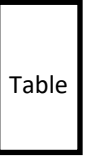
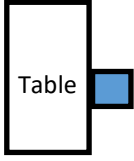


Table and Chair Counts

18- Tables
50- Chairs

- Make sure you add set up and take down time when reserving the room
- Tables and Chairs need to be returned to original places: diagram above.
- All lights that you turn on must be turned off after the meeting
- No materials may be attached by tape, putty or pins to the walls, doors or hung from the ceiling.
- Post-It charts are acceptable for use on the walls. However, you must provide your own charts and supplies.
- If you plan to have food at your meetings please make sure you tie up all trash bags and place them in the trash bin located by the double doors in the back hallway.
- Please set up catering tables on the east wall: labeled above
- Make sure the switch on the wall by the microwave is on, otherwise, the drop down screen will not work: labeled above
- Projector hook up is located directly west of the drop down screen: labeled above
- Remotes for projector and drop down screen will be located on the table by the wall jack: labeled above
 - Drop Down Screen Remote: You must hit the center button before you hit the up or down button to get the screen to move.
- Coffee Pot is available for use just make sure to bring your own supplies
- DO NOT USE ANY TELEVISIONS
- DO NOT USE DRY ERASE BOARDS
- DO NOT USE ANY SUPPLIES LOCATED IN ANY CABINETS
- DO NOT USE COPIERS OR SCANNERS- PLEASE MAKE ALL COPIES PRIOR TO MEETING