

**\*REQUESTED ROOM SET-UP MUST BE ACCOMPANIED BY COMPLETED FACILITY/ROOM USE REQUEST FORM\***

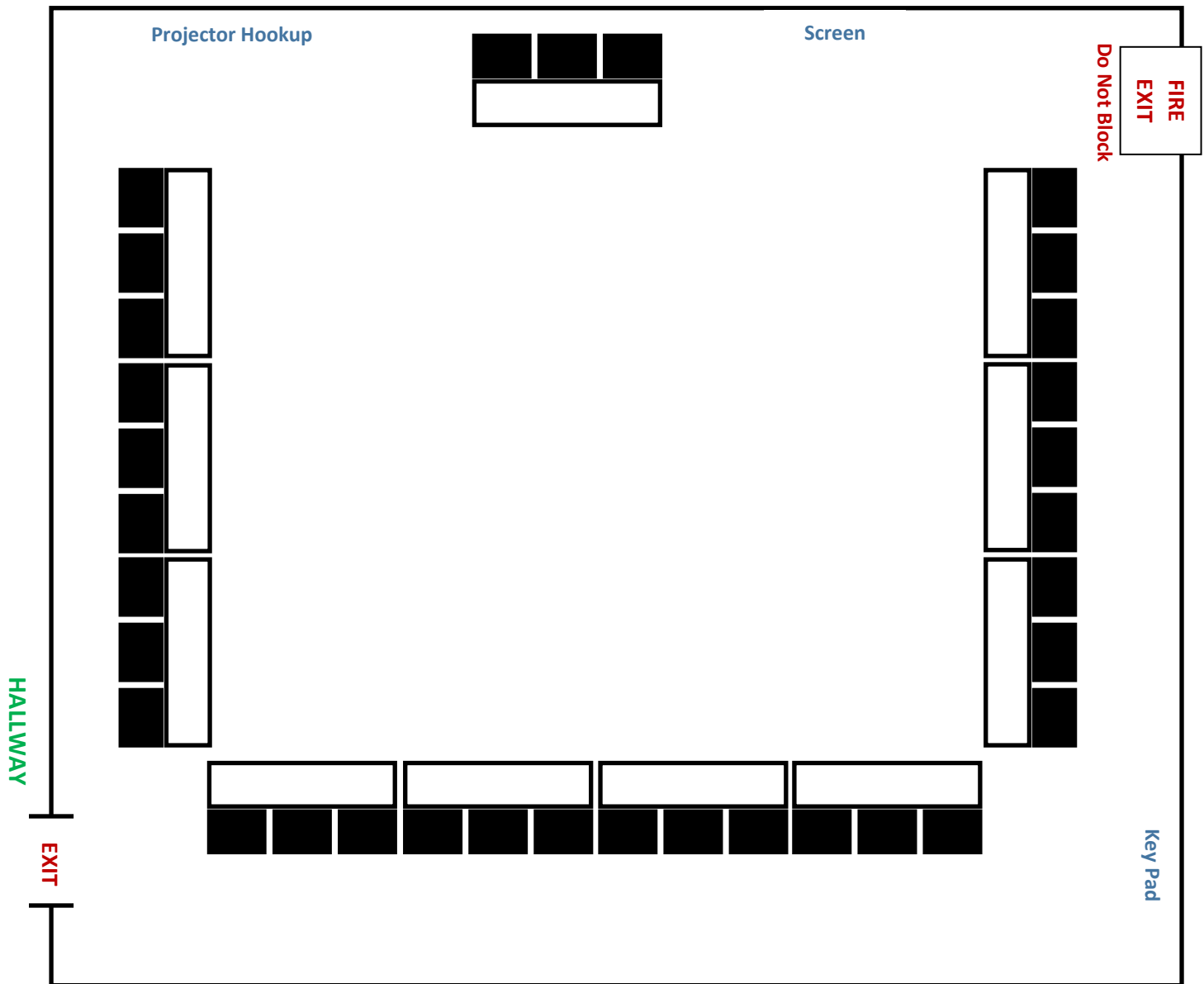
**ROUTE 12 ASSEMBLY ROOM (Assembly Side Set Up "B")**

(Note: The diagram below is not to scale)

**\* MICORPHONES NOT ALLOWED**

■ = Chair  
□ = Table

Maximum Seating Capacity = 39



Organization: \_\_\_\_\_

Requested Date of Use: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Start Time of Use: \_\_\_\_\_

End Time of Use: \_\_\_\_\_

Request That Partition Between Rooms be Closed: Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Equipment Needed (If Available): \_\_\_\_\_

Person Making Request: \_\_\_\_\_ Date of Request: \_\_\_\_\_