

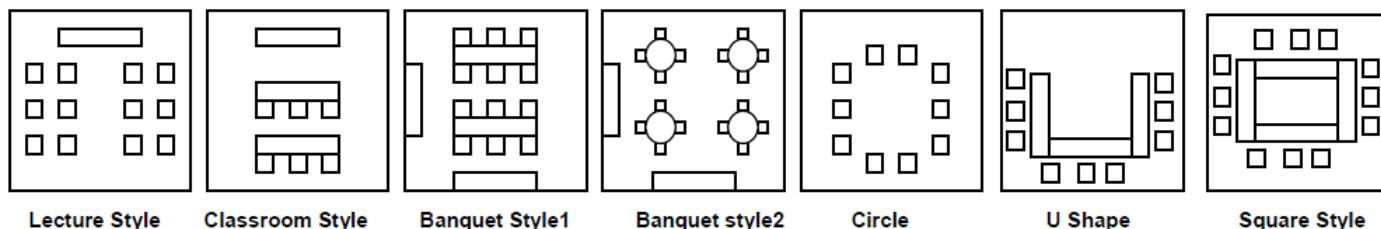


### Studio Room Setup

Please select one of the facility set up styles below or provide a diagram on a separate sheet of paper.

- \_\_\_\_\_ **Lecture Style:** One table in front and chairs in two sections with an isle in the middle
- \_\_\_\_\_ **Classroom Style:** One table in front and tables with chairs facing the front across the room
- \_\_\_\_\_ **Banquet Style 1:** Rectangle tables with chairs placed accordingly and tables along the side food or other materials
- \_\_\_\_\_ **Banquet Style 2:** Round tables with chairs placed accordingly and tables along the side for food or other materials
- \_\_\_\_\_ **Circle Discussion Style:** Chairs in a circle facing the middle
- \_\_\_\_\_ **U Shape:** Rectangle tables placed on three sides with chairs around the outside facing the middle
- \_\_\_\_\_ **Square Style:** Rectangle tables placed in a square with chairs around the outside facing the middle
- \_\_\_\_\_ **Diagram Supplied:** Renter supplies diagram for layout of the tables and chairs
- \_\_\_\_\_ **None (Clear Room):** No tables or chairs are setup

LAYOUT EXAMPLES: These designs are for illustrative purposes only. Actual table and chair dimensions are not portrayed.



Tables needed: \_\_\_\_\_

Chairs needed: \_\_\_\_\_

### SPECIAL ARRANGEMENTS

Will a caterer be used?  No  Yes Catering Company Name: \_\_\_\_\_

Catering Company License #: \_\_\_\_\_

Please indicate if you will need any of the following: TV (\$10) \_\_\_\_\_ VCR/DVD Player (\$8) \_\_\_\_\_

Please list any other special arrangements necessary for your rental request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### FOR OFFICE USE ONLY

Residency Verified: \_\_\_\_\_ Staff Initials \_\_\_\_\_

Security Guard Required: Yes \_\_\_\_\_ No \_\_\_\_\_

Room Requested: \_\_\_\_\_ Date: \_\_\_\_\_

Room Rate: \$ \_\_\_\_\_ x Number of Hours \_\_\_\_\_ x Additional Amenities \_\_\_\_\_ = Total Rental Fee: \$ \_\_\_\_\_

Required Deposit Amount: \$ \_\_\_\_\_

Payment Amount: \$ \_\_\_\_\_ Received on: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Reservation # (from Sportsmen) \_\_\_\_\_