



# LARGE VENUES CAPACITY QUICK SHEET

Meeting Room	Size	Sq Ft.	Ceiling Height	Reception	Theatre Style	Classroom Seating (2 per)	Banquet 6' Rounds Seating (8 per)	Half Rounds (6 per)	Hollow Square Seating	U-Shape Seating
<b>Elliman Conference Center</b> (P12-2010/2011)	83'x 51'	4,233'	14' 2"	425	300	120	200	150	Not Recommended	Not Recommended
	<p><b>Setup Notes*:</b> Labor charges may apply. Setup services required, no default setup. AHSB tables and chairs are complimentary. Foyer is included in the rental of this space. 2 built in sets of trash and recycle cans. Small catering kitchen nearby. Access to RC2 loading dock via freight elevator. To ensure the classroom table outlets are connected to power for your activity, please indicate the need for power in your room configuration notes.</p> <p><b>AV Tips*:</b> AV staffing recommended for events with more than 1 presenter.</p>									
<b>West Conference Center</b> (P12-2010)	56'x51'	2,856'	14' 2"	295	214	90	112	84	40	32
	<p><b>Setup Notes*:</b> Labor charges may apply. Setup services required, no default setup. AHSB tables and chairs are complimentary. Must request divider wall installation. Additional labor charges may apply. 1 built in set of trash and recycle cans. To ensure the classroom table outlets are connected to power for your activity, please indicate the need for power in your room configuration notes.</p>									
<b>East Conference Center</b> (P12-2011)	51' x 27'	1377'	14' 2"	130	104	48	56	42	32	24
	<p><b>Setup Notes*:</b> Labor charges may apply. Setup services required, no default setup. AHSB tables and chairs are complimentary. Must request divider wall installation. Additional labor charges may apply. 1 built in set of trash and recycle cans. To ensure the classroom table outlets are connected to power for your activity, please indicate the need for power in your room configuration notes.</p> <p><b>AV Tips*:</b> Podium w/computer are not automatically setup. Under AV services, Technical Assist and Setup is required. In notes, please request podium setup.</p>									
<b>2002 Breakout Room</b> (P12-2002)	32'x28'	896'	14'-11"		48	24	32	24	20	18
	<p><b>Setup Notes*:</b> Labor charges may apply. Setup services required, no default setup. AHSB tables and chairs are complimentary. To ensure the classroom table outlets are connected to power for your activity, please indicate the need for power in your room configuration notes.</p> <p><b>AV Tips*:</b> Room is not a hybrid space. Under AV services in EMS, videoconferencing equipment must be reserved for a cost. No in room audio reinforcement due to size.</p>									
<b>2004 Breakout Room</b> (P12-2004)	27'x42'	1134'	14'-11" Pendant light: 9'-7"		78	36	40	30	28	20
	<p><b>Setup Notes*:</b> Labor charges may apply. Setup services required, no default setup. AHSB tables and chairs are complimentary. To ensure the classroom table outlets are connected to power for your activity, please indicate the need for power in your room configuration notes.</p> <p><b>AV Tips*:</b> No in room audio reinforcement due to size.</p>									
<b>2007 Breakout Room</b> (P12-2007)	25'x40'	1000'	14'-11" Pendant light: 9'-7"		75	36	40	30	28	20
	<p><b>Setup Notes*:</b> Labor charges may apply. Setup services required, no default setup. AHSB tables and chairs are complimentary. To ensure the classroom table outlets are connected to power for your activity, please indicate the need for power in your room configuration notes.</p> <p><b>AV Tips*:</b> Room is not a hybrid space. Under AV services in EMS, videoconferencing equipment must be reserved for a cost. No in room audio reinforcement due to size.</p>									

\*Find additional, up-to-date room images, diagrams, included furniture and A/V features of rooms online in the EMS WebApp.

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<b>Krugman Conference Hall</b> (P15-2100/3/5)	28'x83'	2324'	16' Has a curved ceiling	240	196	100	120	90	24	18
	<p><b>Setup Notes*:</b> Labor charges may apply. Setup services required, no default setup. Krugman 5' tables and chairs are complimentary. Foyer is included in the rental of this space. Partition walls can be closed to divide room into thirds. Small catering kitchen nearby. Access to RC2 loading dock via freight elevator. Room equipped with 2 mid-size trash cans as a standard.</p> <p><b>AV Tips*:</b> AV staffing recommended. No additional AV equipment can be added to room.</p>									
<b>Gossard Forum</b> (R27-100)	51'x51'	2112'	20'-8" lowest point of ceiling	75 in lobby		140				
	<p><b>Setup Notes*:</b> Labor charges may apply. Fixed auditorium seating in the round. Lobby is included in the rental of this space. Small catering kitchen.</p> <p><b>AV Tips*:</b> No additional AV equipment can be added to room.</p>									
<b>Shore Family Forum</b> (M24-110)	57'x57'	2540'	11' to bottom of ceiling panels	Alcohol not permitted in Nighthorse Campbell building.	100					
	<p><b>Setup Notes*:</b> Labor charges may apply. Auditorium seating with moveable chairs. Rotunda is included in the rental of this space, but cannot be used as reception area during business hours due to noise.</p> <p><b>AV Tips*:</b> No additional AV equipment can be added to room.</p>									
<b>600-Seat Auditorium</b> (L28-1102)	75'x66'	8273'	25'-4" to bottom of ceiling panels Stage 21'-4"	75 in lobby		600 seats 392 lower level 180 upper level; 9 wheelchair				
	<p><b>Setup Notes*:</b> Labor charges may apply. Fixed auditorium seating with arm tablets. Lobby is included in the rental of this space.</p> <p><b>AV Tips*:</b> AV staffing recommended.</p>									
<b>Student Community Bridge</b> (L28-2001)	80'X 30'	2314'	11'-4" Pendant light: 9'-7"	150	200	Not recommended	120	90	24	18
	<p><b>Setup Notes*:</b> Labor charges may apply. Setup services required, no default setup. Must leave an unobstructed path (36" wide) for passage between buildings. The space cannot be closed to traffic. Furniture may not be removed. Vendor fair style with 8' tables and 2 chairs can accommodate 34 booths.</p> <p><b>AV Tips*:</b> No default AV equipment, all equipment and services must be reserved through EMS. AV/VC equipment available: Portable Sound System with microphones, TV on Cart, Portable Zoom Conference Equipment.</p>									
<b>Hensel Phelps West</b> (P18-1006)	44'x46'	3251'	19'-11" to bottom of ceiling panel from floor	50 in lower lobby		225				
	<p><b>Setup Notes*:</b> Labor charges may apply. Fixed auditorium seating. Lobby is included in the rental of this space. Must leave an unobstructed path (36" wide) for passage between buildings. The space cannot be closed to traffic.</p> <p><b>AV Tips*:</b> No additional AV equipment can be added to room.</p>									

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