

Meeting Spaces – Setups and Seating Capacities

Community Rooms (for use by organizations)

Location	Size	No. Chairs	No. Tables	No. 6' Tables	No. 8' Tables
Atkinson	22 x 26	33	-	2	6
Bay View	23 x 42	77	-	-	6
Capitol	24 x 27	59	-	6	-
Center Street	24 x 39	80	-	2	6
Central	25 x 42	58	-	-	11
East	24 x 44	85	(5') 16	-	-
Forest Home	22 x 26	50	-	3	-
Martin Luther King	27 x 34	37	-	2	4
Mill Road	24 x 35	77	-	3	6
Tippecanoe	42 x 43	80	(4') 12	(5') 2	-
Villard Square	27 x 30	76	(4') 14	-	-
Washington Park	32 x 33	88	-	22	-
Zablocki	29 x 40	64	-	4	4

Conference Rooms (for use by organizations and individuals)

Location	Seated Occupancy/No. Chairs
Atkinson	4
Capitol	8
Center Street	12
Central – Conference Room 2A	14
Central – Conference Room 2B	16
East – Small Study Room (116)	5
East – Large Study Room (115)	10
Forest Home	6
Martin Luther King	12
Tippecanoe	8
Villard Square – Small Study Room	4
Villard Square – Large Study Room	8
Washington Park	10
Zablocki	6

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Setup Styles

You are responsible for setting up and restoring the room to the original condition.

Setup #1, Theater Style: 1 head table Theater seating for 20-40 people	Setup #2, Audience Style: No head table Audience style seating for up to maximum listed number of people
Setup #3, General Meeting Style: 4 tables set up in a square Seating for 10-16 people	Setup #4, Classroom Style: 1 head table 6 tables set up in classroom style for 36 people
Setup #5, General Meeting with Audience Style: Large head table to accommodate 13 people 20 chairs set up in audience style	Setup #6, Children’s Meeting: No head table – leave open floor space front 1/3 of room Audience style behind open space for adult seating

