

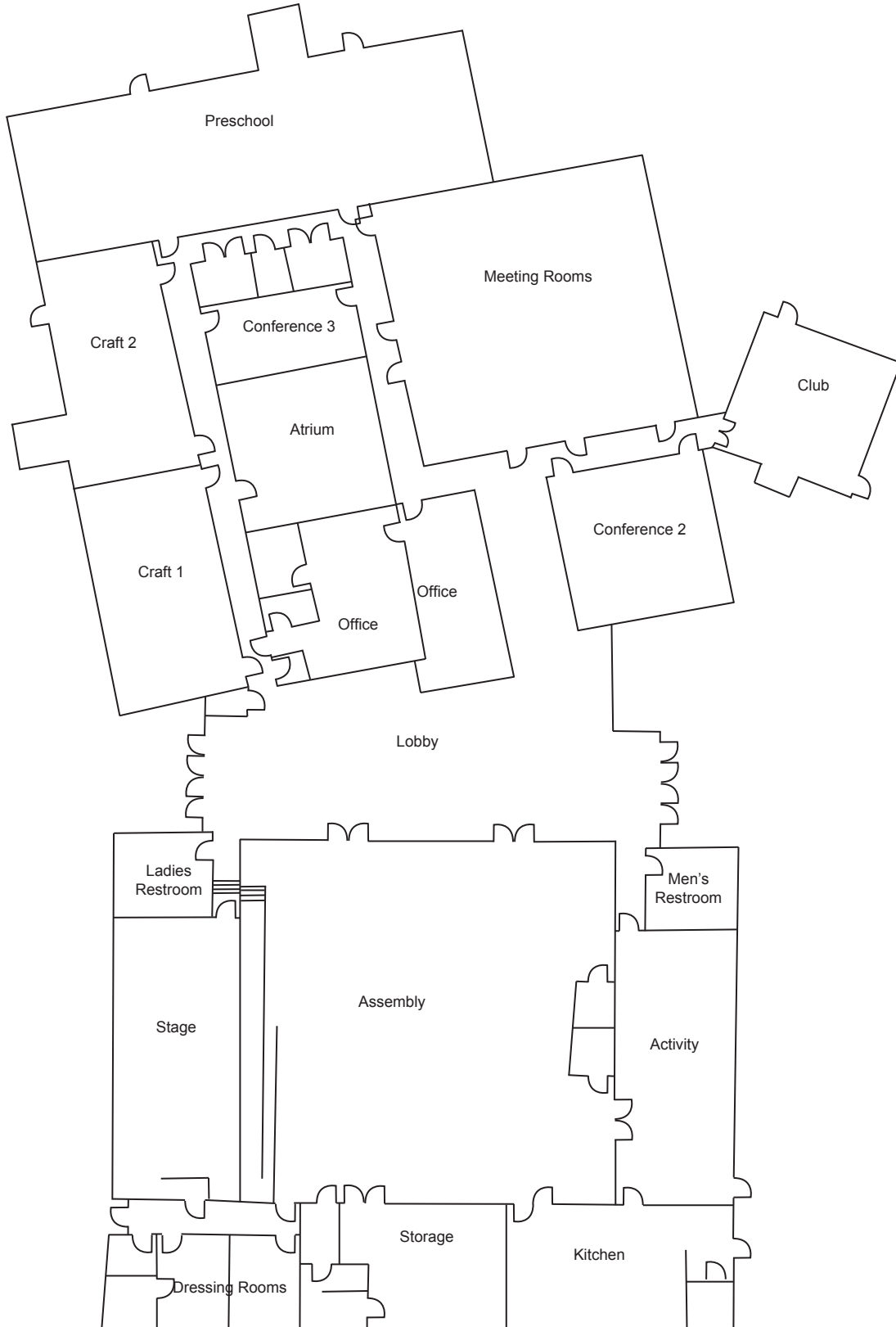


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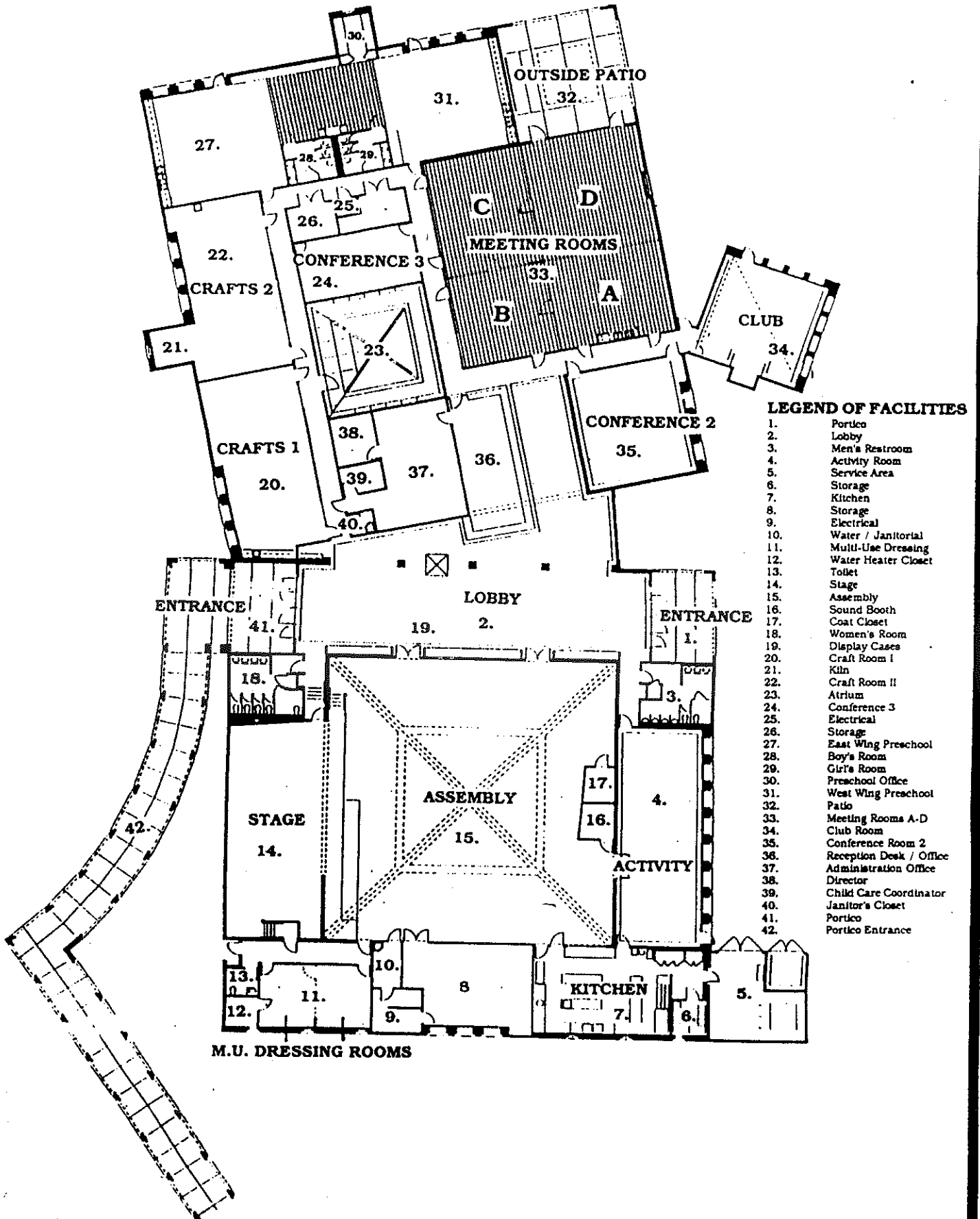
Petaluma Community Center

ENTIRE FACILITY

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FACILITY LAYOUT



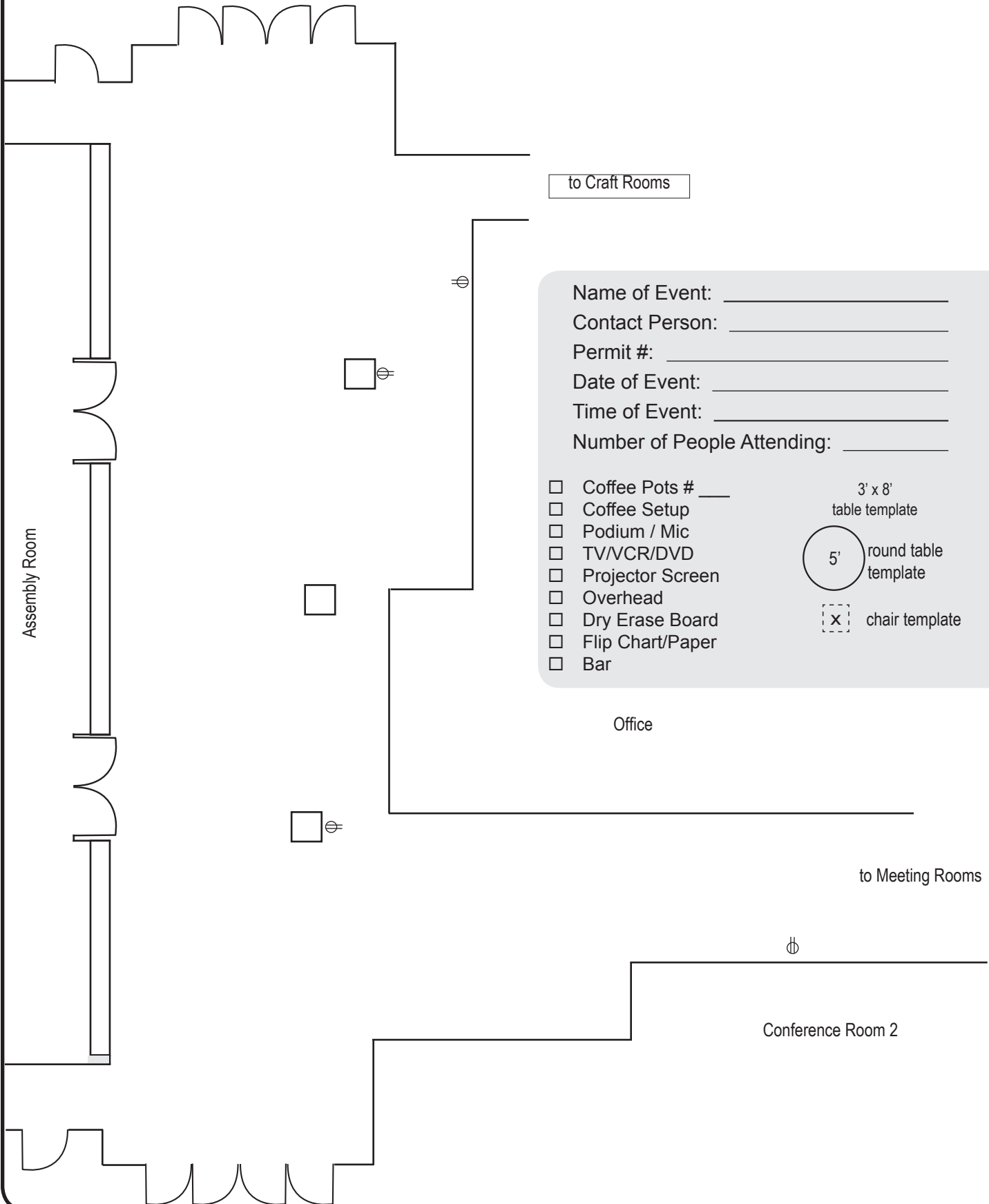
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LOBBY



to Craft Rooms

Name of Event: _____
Contact Person: _____
Permit #: _____
Date of Event: _____
Time of Event: _____
Number of People Attending: _____

- Coffee Pots # _____
- Coffee Setup
- Podium / Mic
- TV/VCR/DVD
- Projector Screen
- Overhead
- Dry Erase Board
- Flip Chart/Paper
- Bar

3' x 8'
table template

5' round table
template

x chair template

Office

to Meeting Rooms

Conference Room 2



Petaluma Community Center

ASSEMBLY ROOM

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STAGE

DRESSING ROOM

to Dressing Rooms

Storage

CARPET AREA

to Kitchen

LOBBY

KITCHEN

Roll-Up Window

Sound/Light Booth

ACTIVITY ROOM

** Room Set-ups cannot block doorways **

Name of Event: _____

Contact Person: _____

Permit #: _____

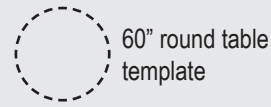
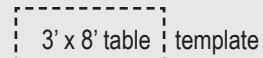
Date of Event: _____

Time of Event: _____

Number of People Attending: _____

- Coffee Pots # _____
- Coffee Setup
- Tea Setup
- Podium
- Podium & Mic
- TV/VCR/DVD
- Projector Screen
- Overhead
- LED

- Dry Erase Board
- Flip Chart/Paper
- Bar
- Sound
- Sound Technician
- Lights
- Light Technician
- Microphones # _____



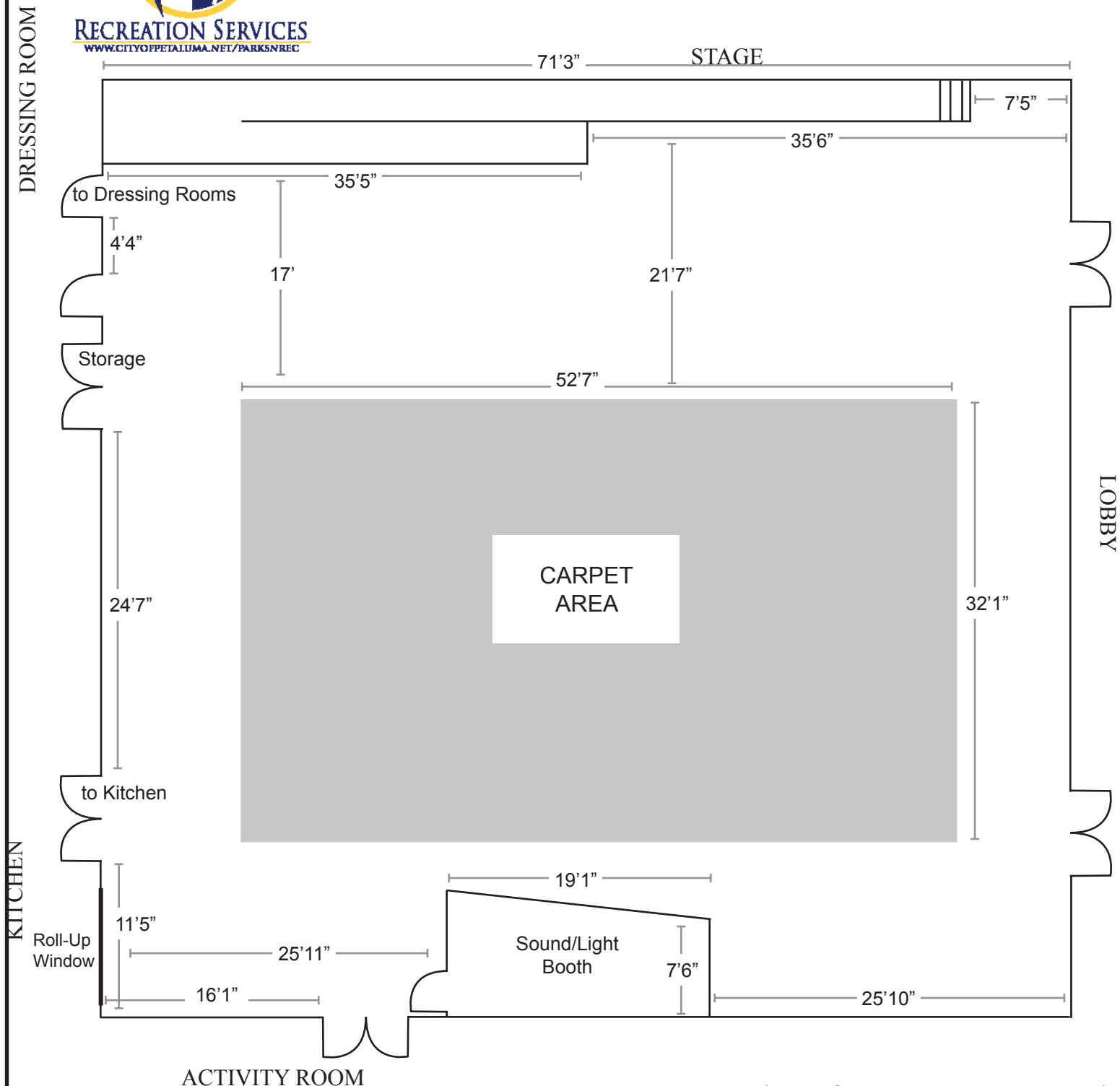


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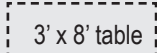

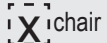
ASSEMBLY ROOM

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** Room Set-ups cannot block doorways **

Name of Event: _____	<input type="checkbox"/> Coffee Pots # _____	<input type="checkbox"/> Dry Erase Board	 3' x 8' table template
Contact Person: _____	<input type="checkbox"/> Coffee Setup	<input type="checkbox"/> Flip Chart/Paper	 60" round table template
Permit #: _____	<input type="checkbox"/> Tea Setup	<input type="checkbox"/> Bar	
Date of Event: _____	<input type="checkbox"/> Podium	<input type="checkbox"/> Sound	 chair template
Time of Event: _____	<input type="checkbox"/> Podium & Mic	<input type="checkbox"/> Sound Technician	
Number of People Attending: _____	<input type="checkbox"/> TV/VCR/DVD	<input type="checkbox"/> Lights	
	<input type="checkbox"/> Projector Screen	<input type="checkbox"/> Light Technician	
	<input type="checkbox"/> Overhead	<input type="checkbox"/> Microphones # _____	
	<input type="checkbox"/> LED		

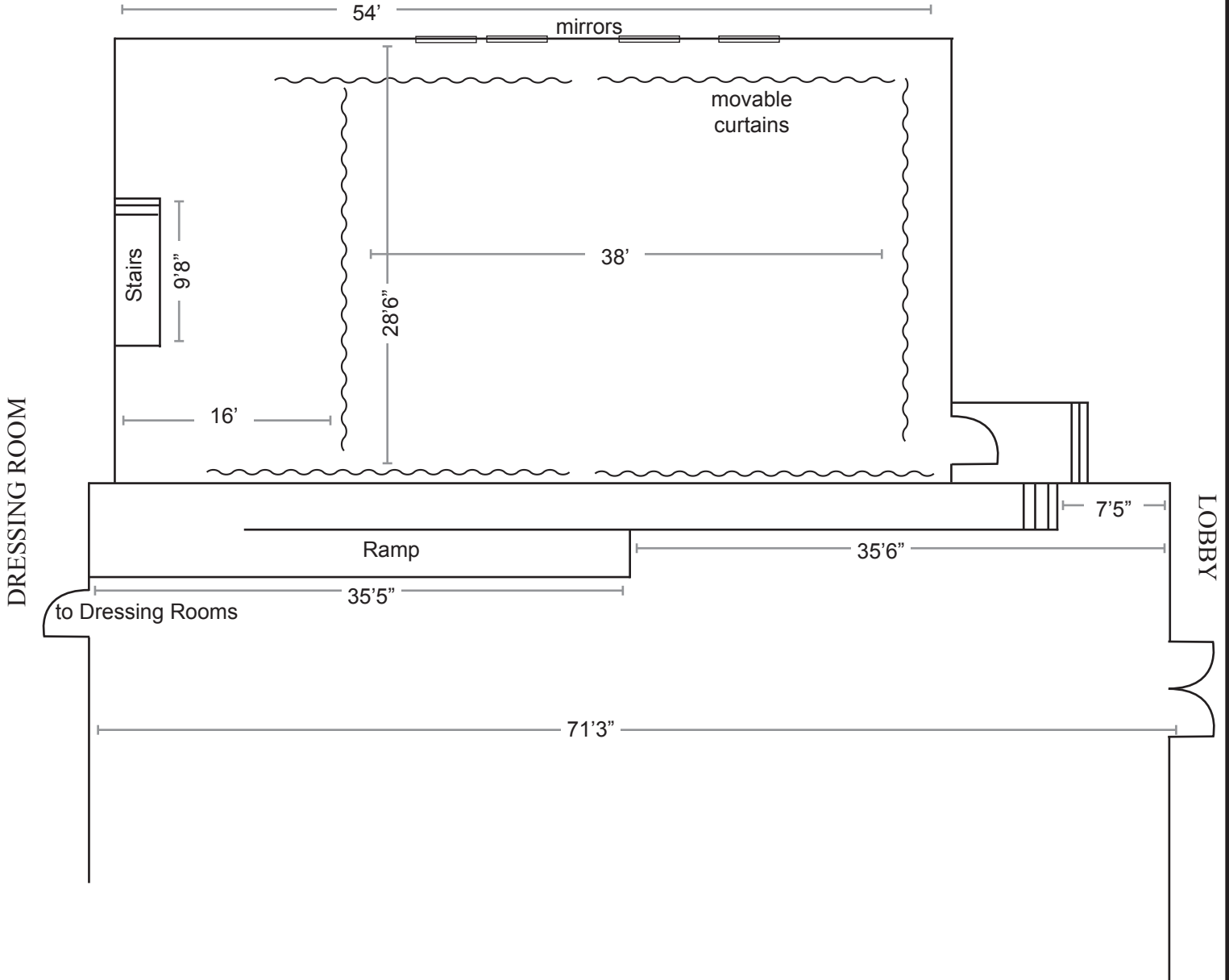


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STAGE

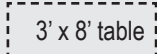
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* Room Set-ups cannot block doorways *

Name of Event: _____
 Contact Person: _____
 Permit #: _____
 Date of Event: _____
 Time of Event: _____
 Number of People Attending: _____

- | | |
|--|--|
| <input type="checkbox"/> Coffee Pots # _____ | <input type="checkbox"/> Dry Erase Board |
| <input type="checkbox"/> Coffee Setup | <input type="checkbox"/> Flip Chart/Paper |
| <input type="checkbox"/> Tea Setup | <input type="checkbox"/> Bar |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Sound |
| <input type="checkbox"/> Podium & Mic | <input type="checkbox"/> Sound Technician |
| <input type="checkbox"/> TV/VCR/DVD | <input type="checkbox"/> Lights |
| <input type="checkbox"/> Projector Screen | <input type="checkbox"/> Light Technician |
| <input type="checkbox"/> Overhead | <input type="checkbox"/> Microphones # _____ |
| <input type="checkbox"/> LED | |

 3' x 8' table template

 60" round table template

 chair template

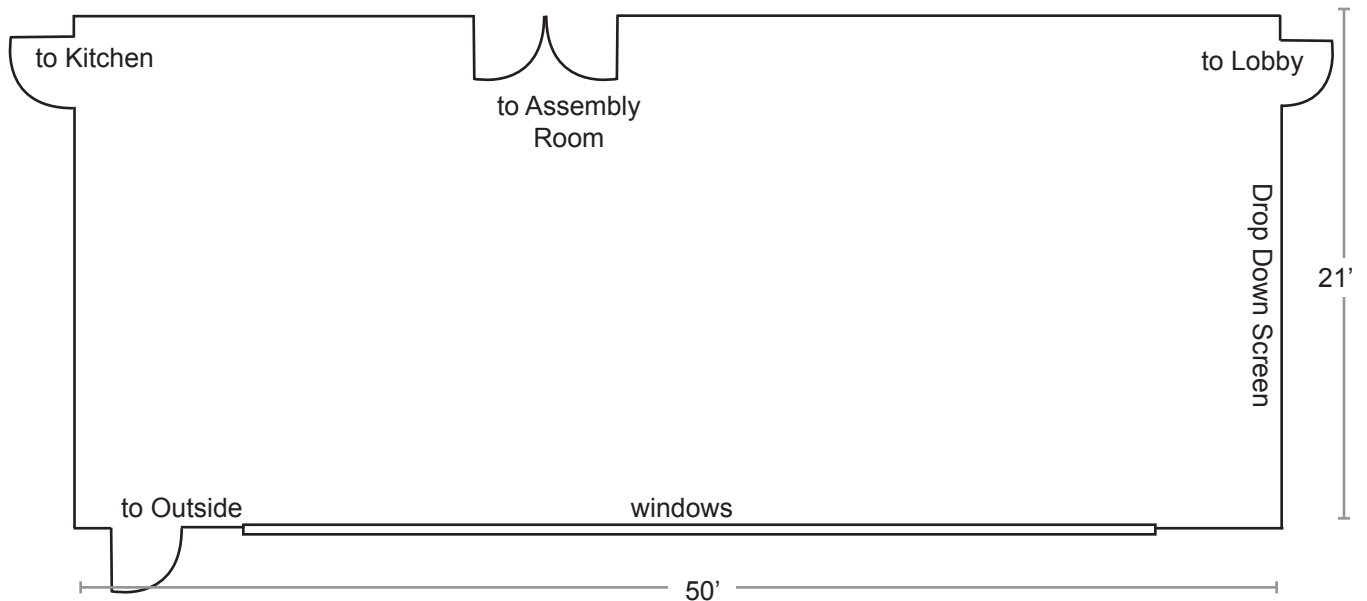


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Petaluma Community Center

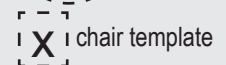
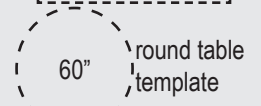
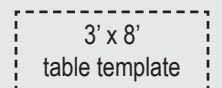
ACTIVITY ROOM

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Name of Event: _____
 Contact Person: _____
 Permit #: _____
 Date of Event: _____
 Time of Event: _____
 Number of People Attending: _____

- | | |
|--|---|
| <input type="checkbox"/> Coffee Pots # _____ | <input type="checkbox"/> Projector Screen |
| <input type="checkbox"/> Coffee Setup | <input type="checkbox"/> Overhead |
| <input type="checkbox"/> Tea Setup | <input type="checkbox"/> LED |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Dry Erase Board |
| <input type="checkbox"/> Podium & Mic | <input type="checkbox"/> Flip Chart/Paper |
| <input type="checkbox"/> TV/VCR/DVD | <input type="checkbox"/> Bar |



* Room Set-ups cannot block doorways *

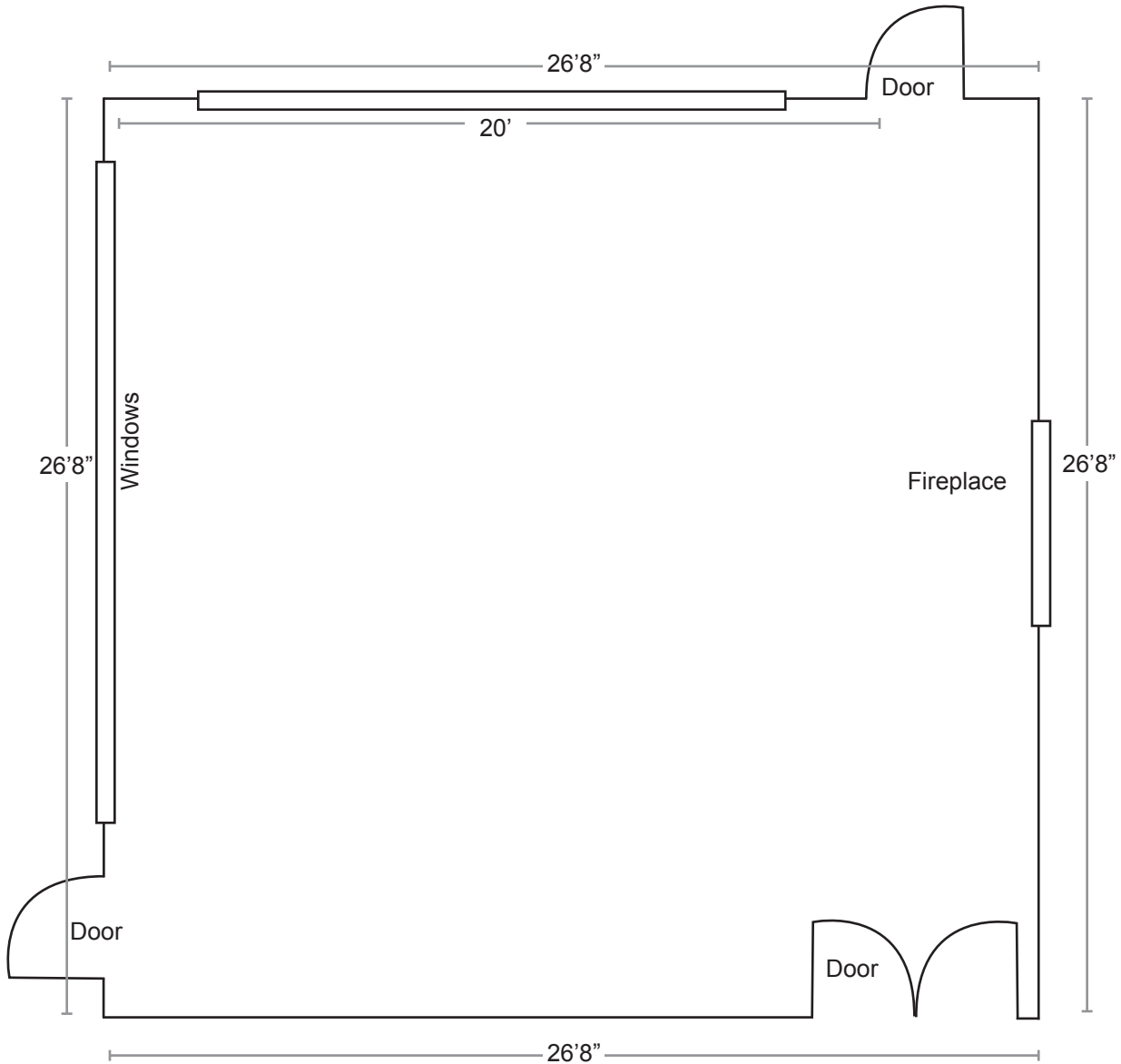


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CLUB ROOM

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Name of Event: _____

Contact Person: _____

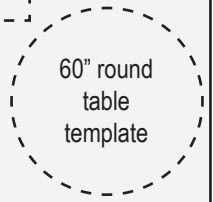
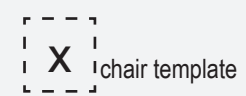
Permit #: _____

Date of Event: _____

Time of Event: _____

Number of People Attending: _____

- Coffee Pots # _____
- Coffee Setup
- Tea Setup
- Podium
- Podium & Mic
- TV/VCR/DVD
- Projector Screen
- Overhead
- LED
- Dry Erase Board
- Flip Chart/Paper
- Bar



** Room Set-ups cannot block doorways **



RECREATION SERVICES
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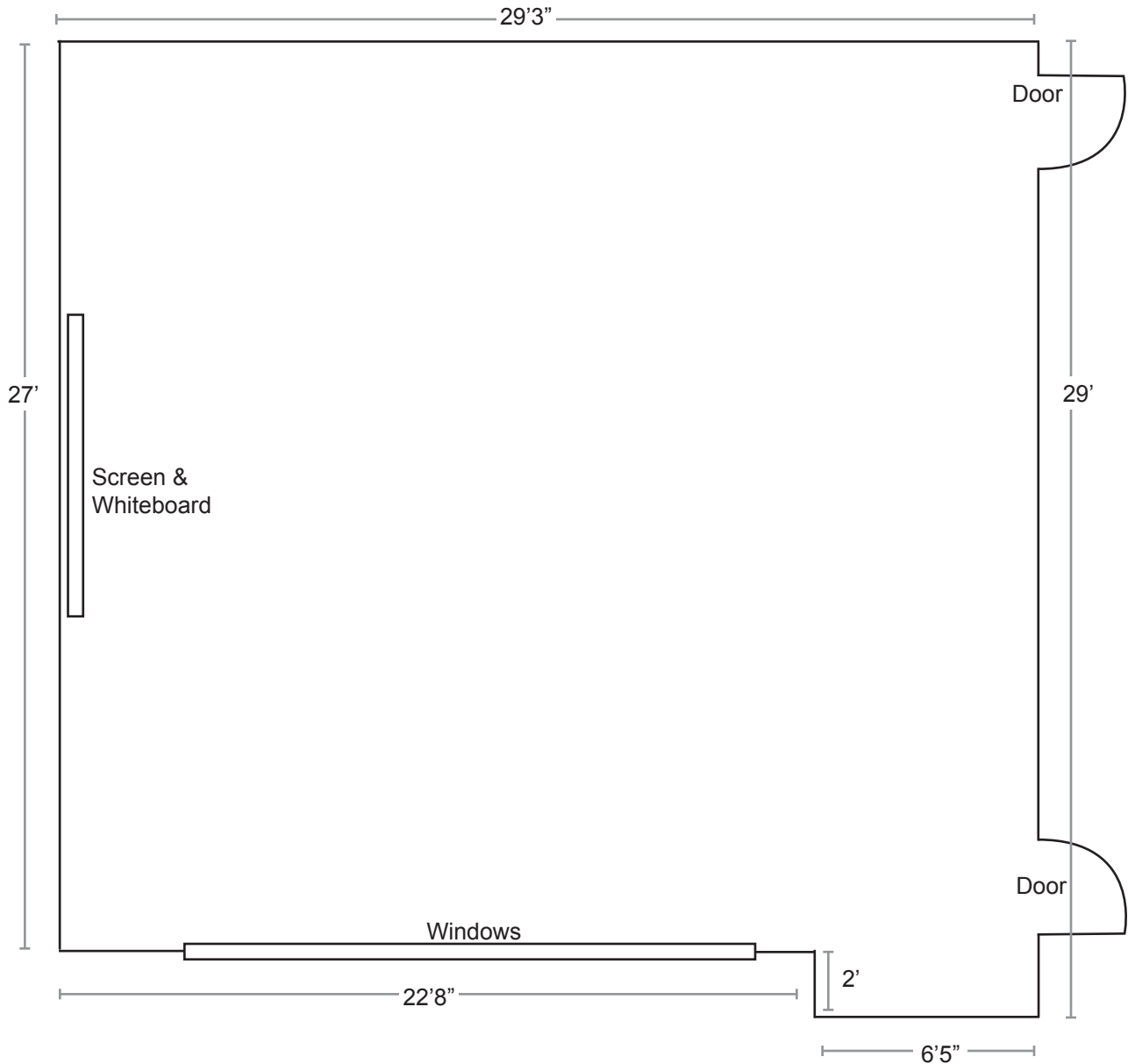
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CONFERENCE ROOM 2

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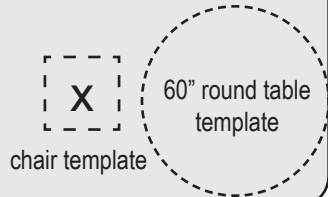
Lobby

Reception Desk



Name of Event: _____
 Contact Person: _____
 Permit #: _____
 Date of Event: _____
 Time of Event: _____
 Number of People Attending: _____

- | | |
|--|---|
| <input type="checkbox"/> Coffee Pots # _____ | <input type="checkbox"/> LED |
| <input type="checkbox"/> Coffee Setup | <input type="checkbox"/> Dry Erase Board |
| <input type="checkbox"/> Tea Setup | <input type="checkbox"/> Flip Chart/Paper |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Bar |
| <input type="checkbox"/> Podium & Mic | |
| <input type="checkbox"/> TV/VCR/DVD | |
| <input type="checkbox"/> Projector Screen | |
| <input type="checkbox"/> Overhead | |



* Room Set-ups cannot block doorways *

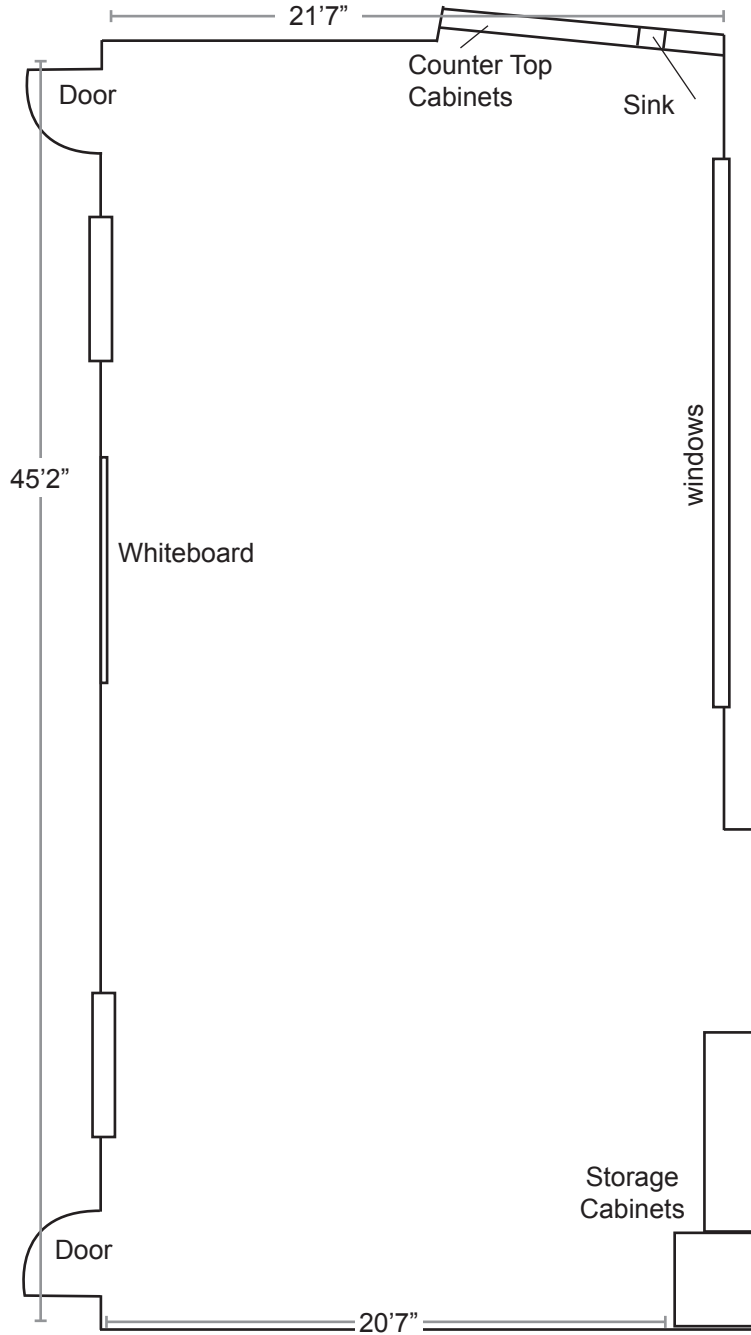


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Petaluma Community Center

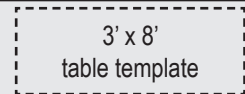
CRAFT ROOM 1

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Name of Event: _____
 Contact Person: _____
 Permit #: _____
 Date of Event: _____
 Time of Event: _____
 Number of People Attending: _____

- | | |
|--|---|
| <input type="checkbox"/> Coffee Pots # _____ | <input type="checkbox"/> Projector Screen |
| <input type="checkbox"/> Coffee Setup | <input type="checkbox"/> Overhead |
| <input type="checkbox"/> Tea Setup | <input type="checkbox"/> LED |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Dry Erase Board |
| <input type="checkbox"/> Podium & Mic | <input type="checkbox"/> Flip Chart/Paper |
| <input type="checkbox"/> TV/VCR/DVD | <input type="checkbox"/> Bar |



* Room Set-ups cannot block doorways *

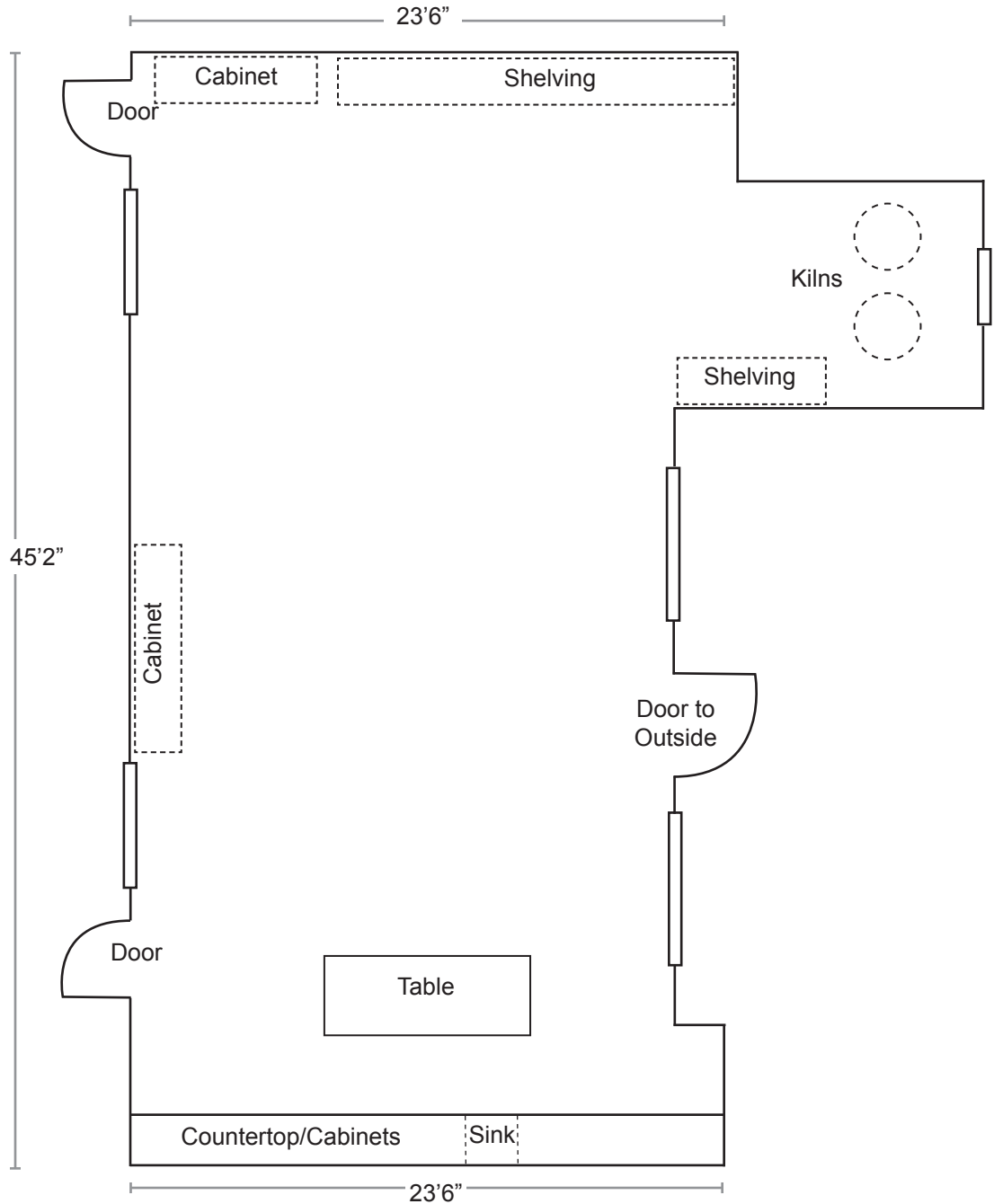


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Petaluma Community Center

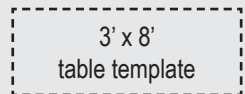
CRAFT ROOM 2

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Name of Event: _____
 Contact Person: _____
 Permit #: _____
 Date of Event: _____
 Time of Event: _____
 Number of People Attending: _____

- Coffee Pots # _____
- Coffee Setup
- Tea Setup
- Podium
- Podium & Mic
- TV/VCR/DVD
- Projector Screen
- Overhead
- LED
- Dry Erase Board
- Flip Chart/Paper
- Bar



* Room Set-ups cannot block doorways *



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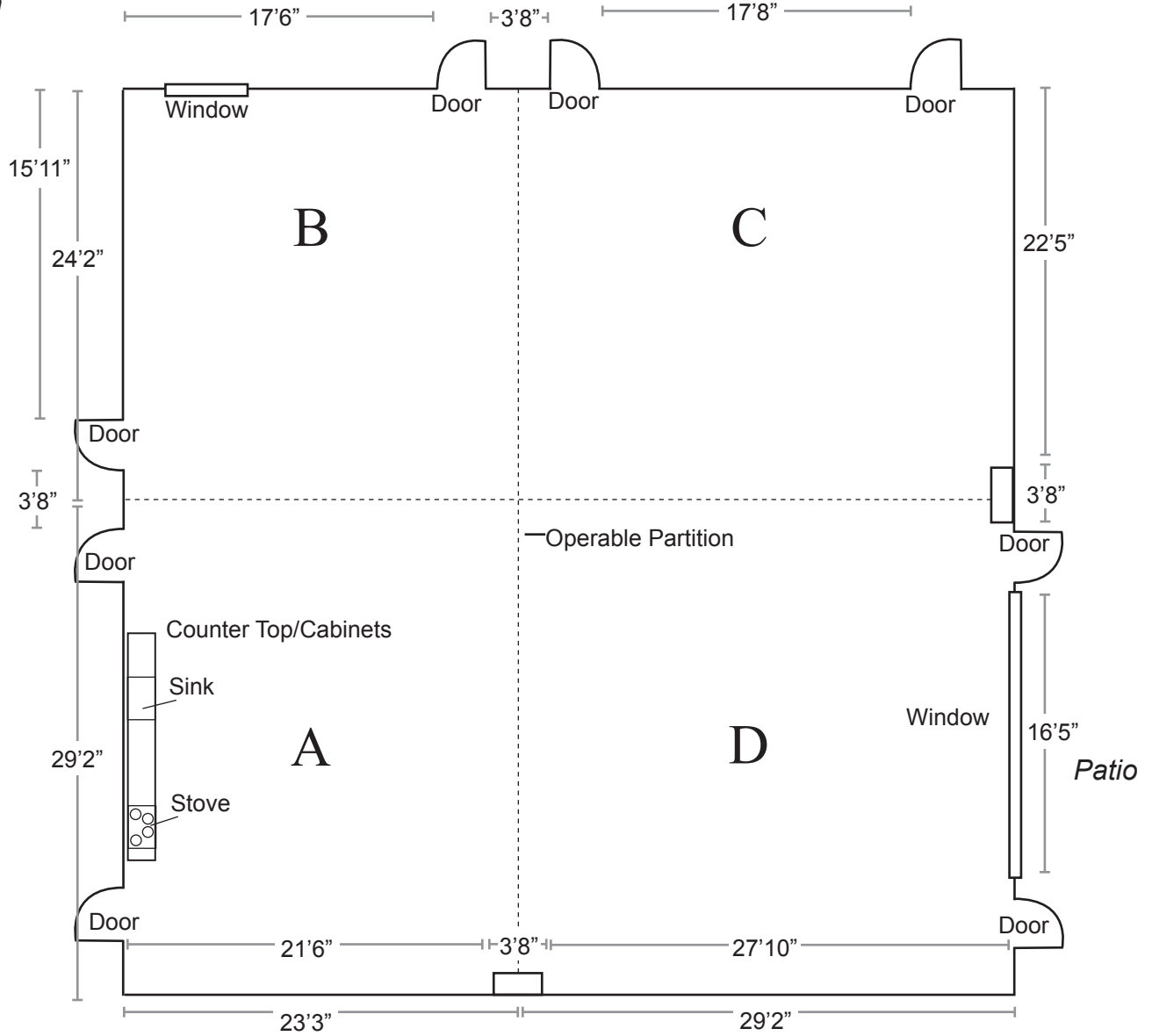
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MEETING ROOMS

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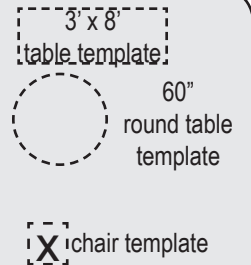
Reception Desk

Lobby



Name of Event: _____
 Contact Person: _____
 Permit #: _____
 Date of Event: _____
 Time of Event: _____
 Number of People Attending: _____

- Coffee Pots # _____
- Coffee Setup
- Tea Setup
- Podium
- Podium & Mic
- TV/VCR/DVD
- Projector Screen
- Overhead
- LED
- Dry Erase Board
- Flip Chart/Paper
- Bar



* Room Set-ups cannot block doorways *