



City of Petaluma
Parks & Recreation Department
 320 N. McDowell Boulevard • Petaluma, CA • 94954
 Phone (707) 778-4380 • Fax (707) 778-4473



Classroom Diagram

Please complete the form below so that we may set up your room. If you are using our facilities but no set up is required, please write, "clear room." This form is given to setup staff, so if no setup is indicated, the room may be left as is, and you may be responsible for your own setup.

We will try to accommodate your requests, but equipment use is subject to availability and room assignments are subject to last minute changes. Equipment is available on a first-asked/first-booked basis: pre-booking is essential.

Class title: _____

Instructor: _____

Please indicate which equipment you will need:

- | | | | |
|--------------------------------------|---------------------------------------------|-----------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> TV* | <input type="checkbox"/> Screen | <input type="checkbox"/> Dry erase board | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> VCR* | <input type="checkbox"/> Overhead projector | <input type="checkbox"/> Dry erase markers/eraser** | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> DVD player* | <input type="checkbox"/> Extension cord** | <input type="checkbox"/> Podium | <input type="checkbox"/> Other: _____ |

*You may be required to get audio-visual equipment if it is not in your room. Please ask the front desk staff for directions.

**Please pick up at the front desk.

You are responsible for any and all equipment left unattended in classrooms. Please inform staff when you have left the room.

In the box below, please sketch or indicate your preference for room setup (i.e., number of chairs and/or tables, circle seating, and empty room, carpeted room, head table, etc.).