

Scheben Branch - Meeting Room Use

Occupancy:

Meeting Room A: 50

Meeting Room B: 50

Meeting Rooms A & B combined: 150

Tables: 20 (2x5') and 11 (3')

Chairs: 150

This branch has Wi-Fi.

- Please leave the room as you found it. Users are responsible for the setup and take-down of any *extra* tables and chairs.
- Setup, cleanup and restoration of furniture to its original arrangement must be accomplished within the scheduled time for the meeting. Each room has 3 tables and 6 chairs placed around the perimeter.
- Fire and emergency exits shall not be blocked by furniture or other equipment.
- No decorations, wall hangings, presentation materials or any other items may be taped, stapled, glued or in any way fastened to walls, ceilings or fixtures.

Library staff will assist with overhead projector when used in conjunction with presenter's computer.

Using chairs

1. Please push stacked chairs from behind.
2. When restacking chairs, the first two need to be within the guides on the sides in order to stack correctly.



Using tables

Be careful – the tables are heavy!

1. To set up, rest table flat on ground, step on lever, and pull legs up.
2. To take down, flip table over, step on lever, and fold legs in.



3. When storing tables on rolling carts, please place them tabletop to tabletop.