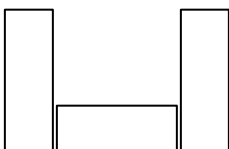
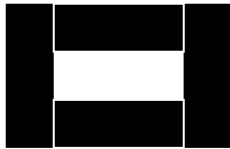
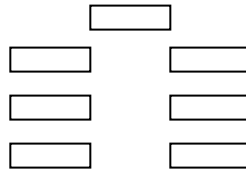
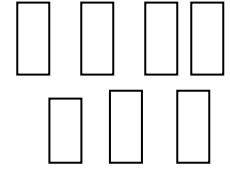
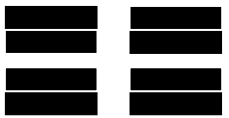

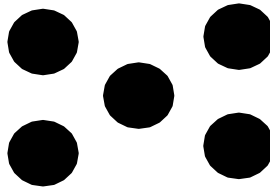


Meeting Space Request

1. For events requiring multiple rooms and multiple setups, please complete a form for each room.
2. Please submit requests at least 2 weeks prior to event to abbie.brown@lstc.edu
3. Allow 2-3 business days for processing. A confirmation e-mail will be sent.
4. Same day requests can use Room 309 or Zygon Meeting Space on first-come, first-serve basis.

Today's Date:		Name:	
Event Name:			
# Of Expected Attendees:		Room:	
Event Day and Date:		Start Time:	End Time:
# Of Tables Needed:		# Of Chairs Needed:	
Room Set-up Style: <i>Choose from options below or attach a drawing.</i>			
Additional Needs:			
A/V Needs: Contact Kenny at support@lstc.edu		Catering: Contact Devan at refectory@lstc.edu	

<p>U-shape</p> 	<p>Board Set-up</p> 	<p>Classroom 1 (chairs facing one way)</p> 	<p>Classroom 2 (6 chair limit per table)</p> 
<p>Small Group (2 tables side by side lengthwise, with 10 chairs)</p> 	<p>Lecture/Theater (all chairs facing one way ;no tables)</p> 	<p>Banquet</p> 	<p>Reception</p> <p>Standing room only. 2-3 tables for food & beverages but no tables or chairs for guests.</p>

Event Space	Capacity (ppl)	Classroom	Capacity (ppl)
Chapel	300	201*	40
East Conference Room	125	202*	50
340 Conference Room	16	203 & 204	10
350 Common Room	80	205	16
President's Dining Room	20	207	18
Shelf Lounge	30	208	40
Reception	30-50 (standing)		
Refectory	140		
Grand Hallway	50-70 (standing)		
First Floor West Wing (One West)	150		

*SMART classroom – for media set-up contact support@lstc.edu