

Center for Excellence Furnishings

Tables

6 – 5 ft Tables
6 – 6 ft Tables
6 Round Tables w/ 24 chairs
4 Tall Tables w/ 12 chairs

Other Seating

4 Couches
14 Easy Chairs

New Smart Podium

Projector
Computer (PC) with Internet Access
DVD/VHS Player
Microphone
Speaker
ELMO

Equipment

2 Projector Screens
3 Whiteboard Easels
3 A-frame Easels

If you need anything that is not listed above or need a special set up please call and let Professional Development know. Please remember to specify your needs when you submit a **Facility Use Request** so that we can provide you with everything we can to make sure your event goes smoothly.

Try to submit the **Facility Use Request** 10 or more days before the event is to take place in order to allow enough time to process the request.

Please keep in mind our maximum capacity is 112 individuals. If you need a theatre style set up we can accommodate up to 80 individual chairs and still comply with ADA regulations.

Please also keep in mind that the Center for Excellence is located in the Library, Rm.210. Appropriate noise levels must be maintained.

Thank you,

Professional Development

(530) 895-2543