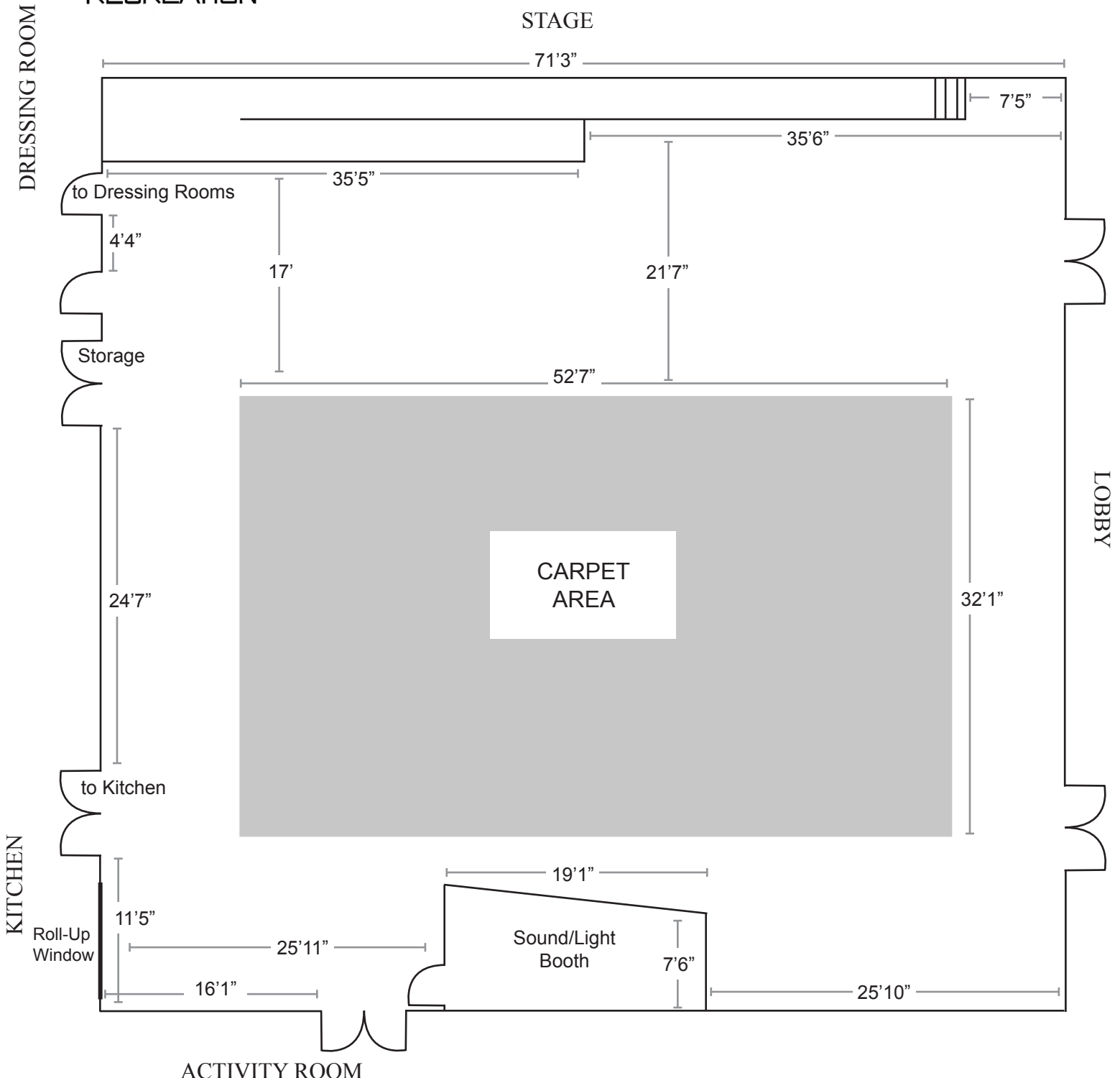




Petaluma Community Center ASSEMBLY ROOM



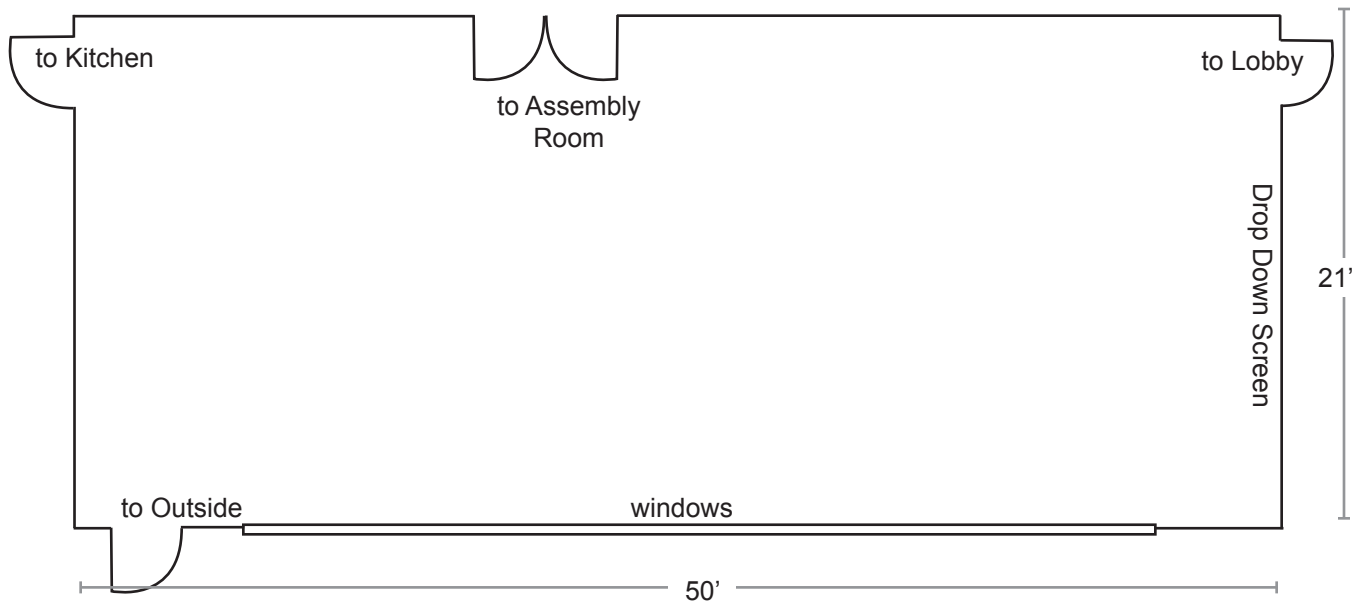
** Room Set-ups cannot block doorways **

Name of Event: _____ Contact Person: _____ Permit #: _____ Date of Event: _____ Time of Event: _____ Number of People Attending: _____	<input type="checkbox"/> Coffee Pots # _____ <input type="checkbox"/> Coffee Setup <input type="checkbox"/> Tea Setup <input type="checkbox"/> Podium <input type="checkbox"/> Podium & Mic <input type="checkbox"/> TV/VCR/DVD <input type="checkbox"/> Projector Screen <input type="checkbox"/> Overhead <input type="checkbox"/> LED	<input type="checkbox"/> Dry Erase Board <input type="checkbox"/> Flip Chart/Paper <input type="checkbox"/> Bar <input type="checkbox"/> Sound <input type="checkbox"/> Sound Technician <input type="checkbox"/> Lights <input type="checkbox"/> Light Technician <input type="checkbox"/> Microphones # _____
		<div style="border: 1px dashed black; padding: 5px; display: inline-block; margin-bottom: 10px;"> 3' x 8' table template </div> <div style="border: 1px dashed black; border-radius: 50%; width: 40px; height: 40px; margin-bottom: 10px; display: inline-block;"></div> 60" round table template
		<div style="border: 1px dashed black; padding: 5px; display: inline-block;"> X chair template </div>



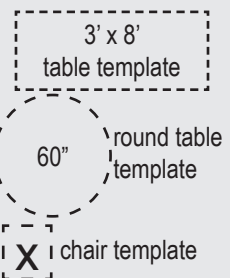
Petaluma Community Center

ACTIVITY ROOM



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 **

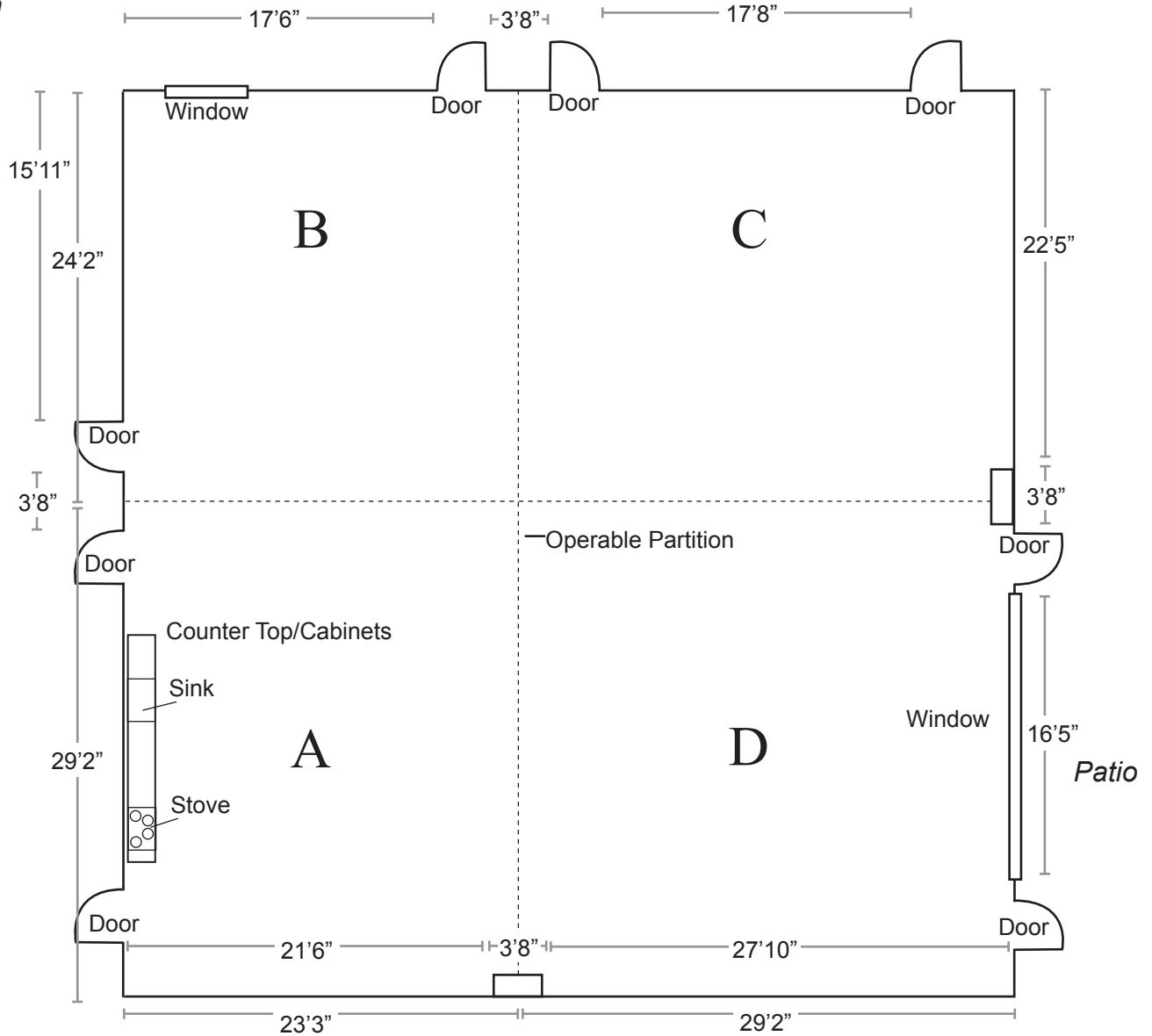


Petaluma Community Center

MEETING ROOMS (A-D)

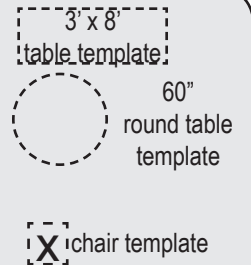
Reception Desk

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

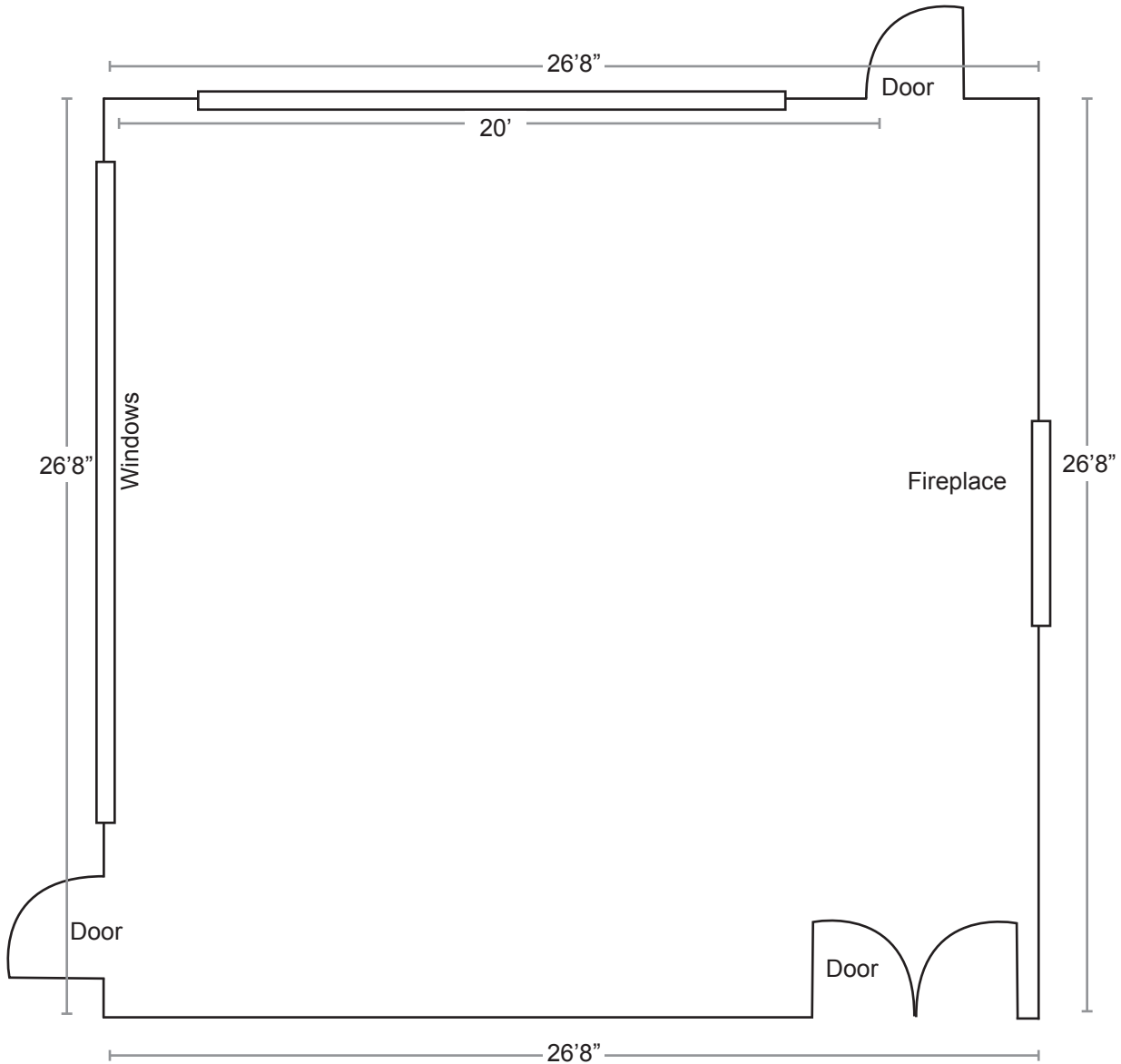


* Room Set-ups cannot block doorways *



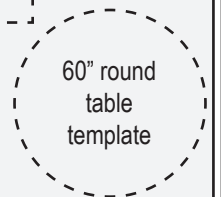
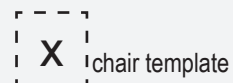
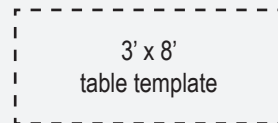
Petaluma Community Center

CLUB ROOM



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 **

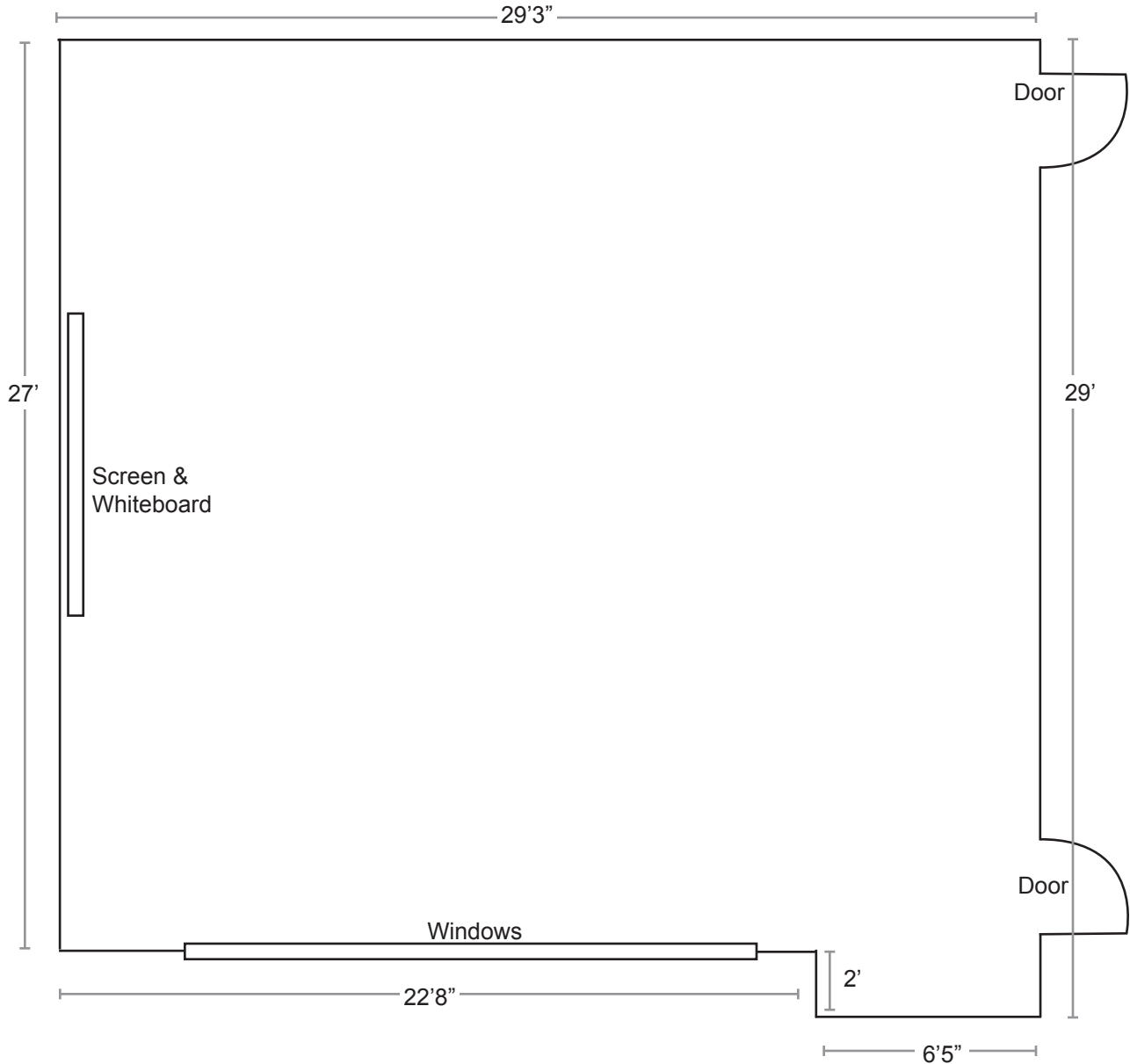


Petaluma Community Center

CONFERENCE ROOM 2

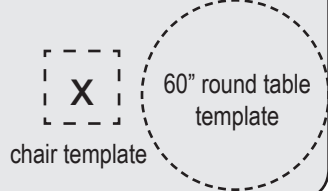
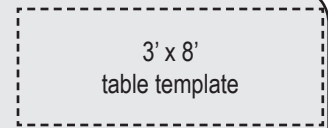
Lobby

Reception Desk



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

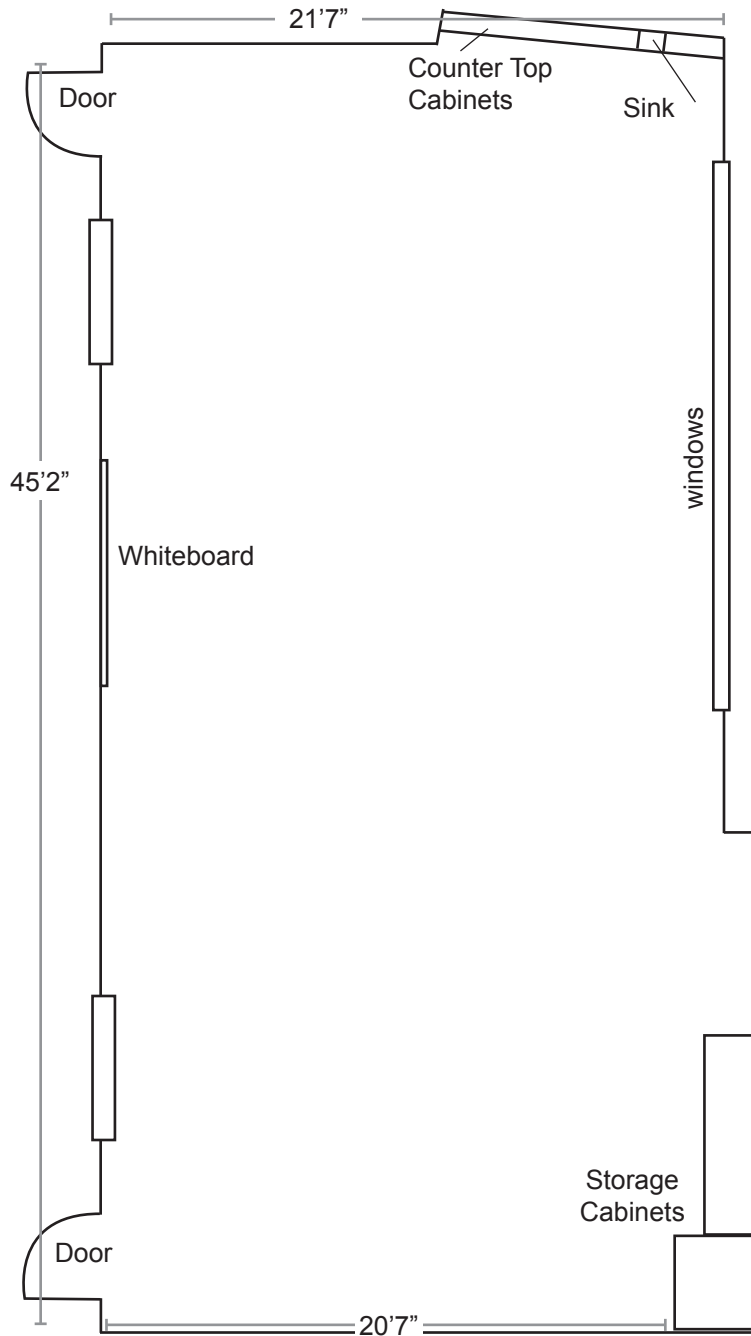


* Room Set-ups cannot block doorways *



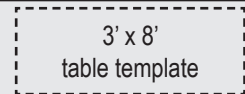
Petaluma Community Center

CRAFTS ROOM 1



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 |

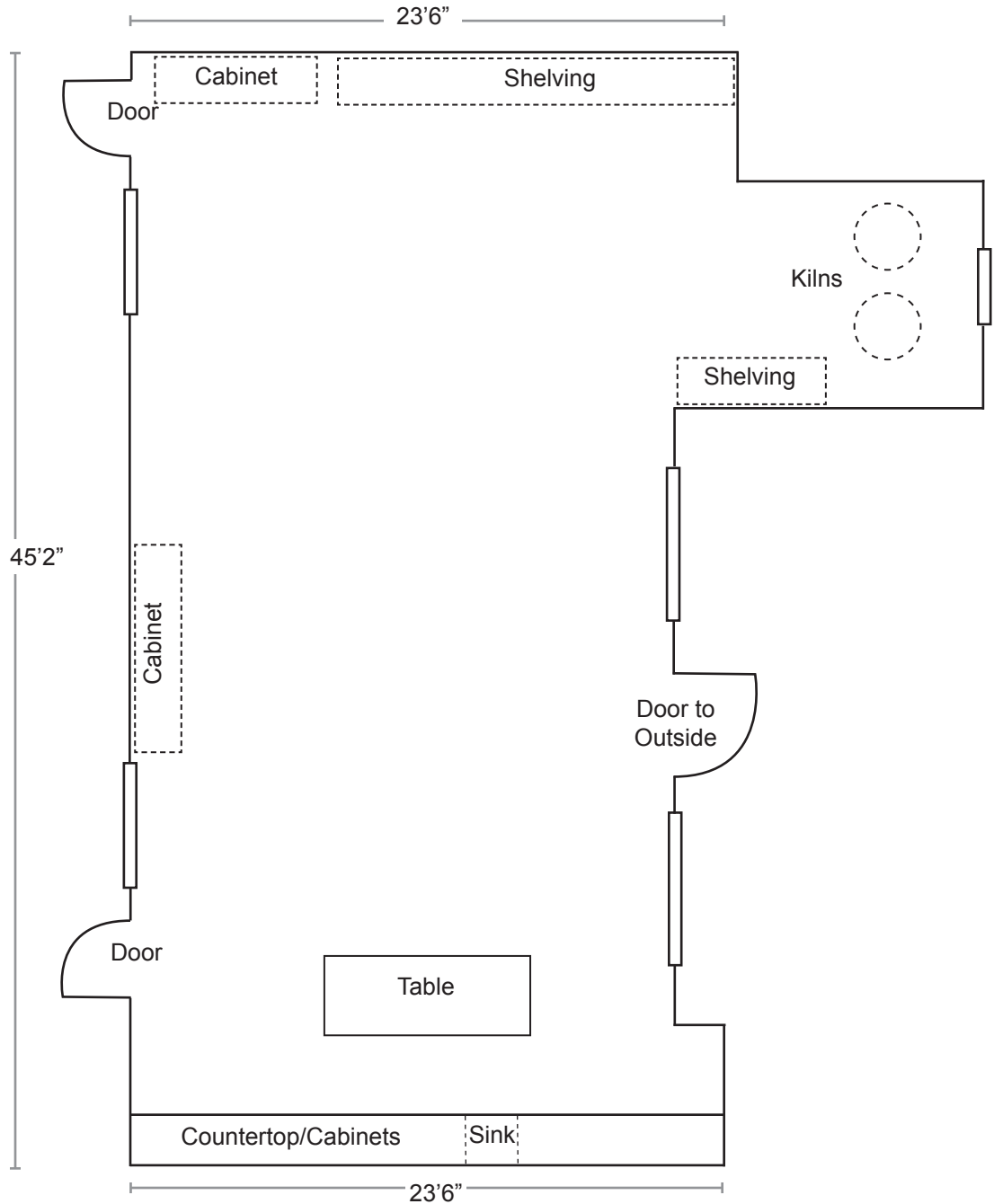


* Room Set-ups cannot block doorways *

Petaluma Community Center

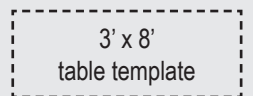


CRAFTS ROOM 2



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



chair template

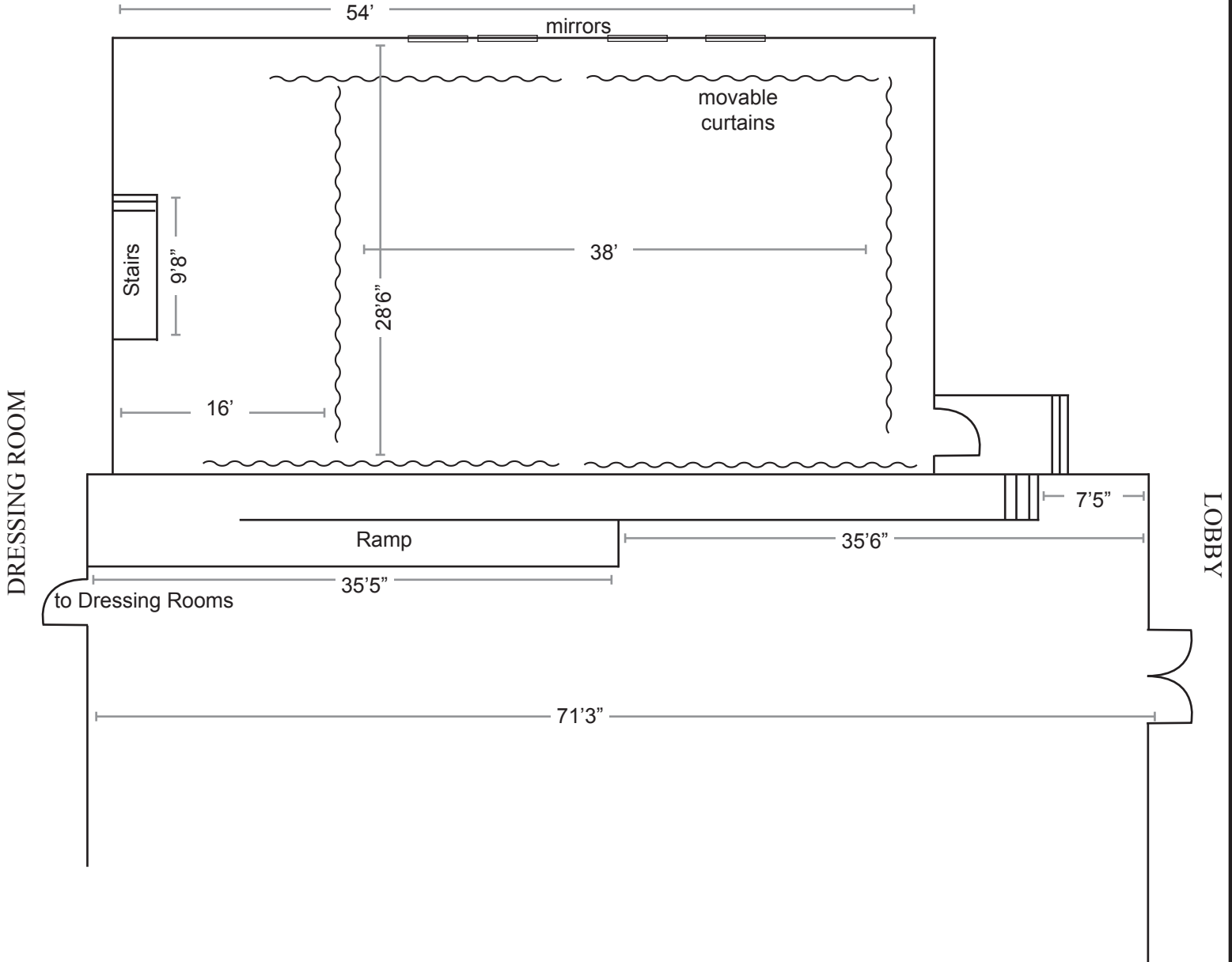
* Room Set-ups cannot block doorways *



Petaluma Community Center

STAGE

STAGE



* 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 # _____

