SOBRATO
Community Conference Center

ROOM SET UP & USE
The facility is a self-service Center meaning that users are responsible for their own meeting set up and tear down. If you move any furniture to set up your event, you are responsible for returning it as well to its **original location.** No furniture may be taken outside the Center and chairs should not be used to prop open any doors. Your agency may forfeit the right to reserve the Center in the future if the furniture is not returned to its original location.

All furniture is housed in a Storage Room that is accessible using a Security Card Reader. The Community Conference Coordinator will provide you with access during regular business hours. Sobrato Center for Nonprofits tenants utilizing the space on weeknights or weekends will need to pick up a Security Card Reader prior to your event in order to have appropriate access. The Card must be returned at the end of your event.

Meeting supplies are the responsibility of your organization other than the amenities that were confirmed for your meeting use by the Conference Coordinator.

ROOM CLEAN UP
All meeting room and hospitality areas, as well as the kitchen (if used by your group), must be cleaned up before your agency leaves the facility. You will complete a User Responsibility Checklist confirming that everything has been returned to its original position and that all areas are ready for the next facility user. The completed form must be left with the Community Conference Coordinator as you exit the building or be left at the front desk if the Community Conference Coordinator is not present or it is after business hours. Failure to complete or leave the form may result in your agency forfeiting the right to reserve the Center in the future.

Room Capacities and Layouts

| Room	Capacity	Possible Configurations	Dimensions	Square feet
Room 1 *(Largest capacity; fire code specifies 67 people)*	15-64 24-46 32 48 56 60-80 150	Classroom Board Room Round tables of 4 Oval tables of 6 for Banquet Oval tables of 8 for Banquet Theater (all chairs) Standing Room (Cocktail Reception)	54' X 25'	1,350
Room 2 *(Second largest capacity)*	12-20 16-24 25-30	Board Room Classroom Theater	16' X 29'	464
Room 3 *(ideal for small meeting or break-out room)*	10-12	Board Room Theater Classroom	13' X 17'	230
Room 4 *(ideal for small meeting or break-out room)*	4-6	Board Room	13' X 9'	120
Room 5 *(ideal for small meeting or break-out room)*	10-12	Board Room Theater Classroom	13' X 19'	250
Actual availability may differ depending on other meetings also reserved at the same time as your meeting time; consult with the Community Conference Coordinator to confirm your specific needs.				

Furniture List

Furniture	Shape	Dimension	Qty.	Seating Capacity
Rolling Flip-top Table	Rectangle	24" X 48"	32	2 if seated on one side; 4 if seated on both
Rolling Flip-top Table	Rectangle	30" X 66"	11	2-3 if seated on one side; 4-6 if on both
Rolling Flip-top Table	Rectangle	30" X 72"	1	4-6
Rolling Table	Half-Round	24" X 24"	16	1 if seated on flat edge; 2 if on round edge Can be combined to create rounds of 4
Stationary Guest Chair with arms			110	
Rolling Task Chair with arms			30	

Layouts

Possible Configurations for Room 1
These layouts are just a sampling of those available
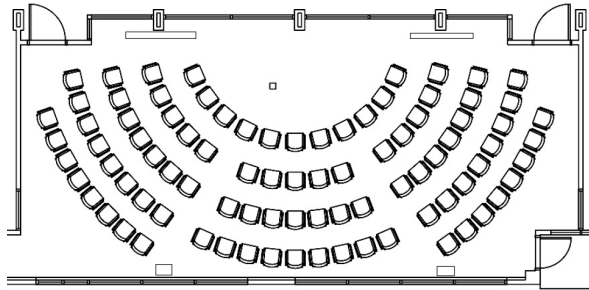
80 guest chairs *(Theater Style)*
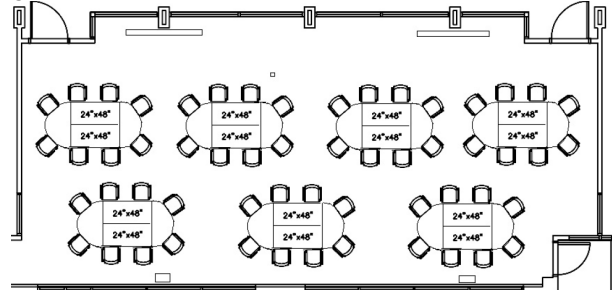
56 guest chairs, 14 half-round, 14 rectangular tables (24"x48")
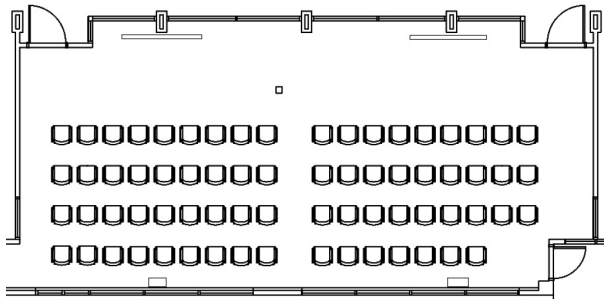
70 guest chairs *(Theater Style)*
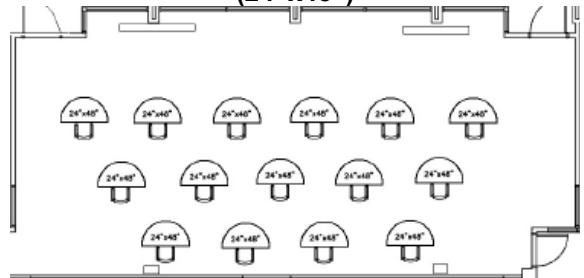
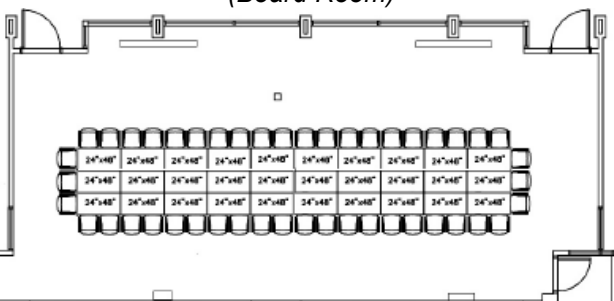**15 guest chairs, 15 half-round tables** *(Classroom Style)*
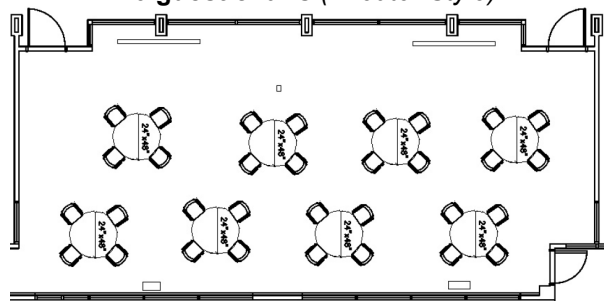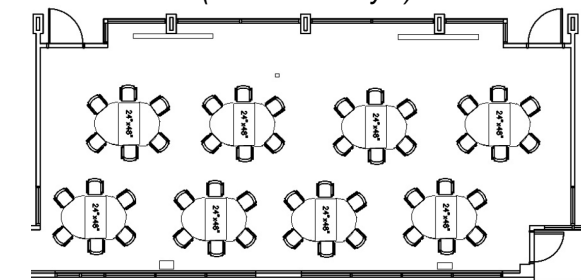

32 guest chairs, 16 sixteen half-round tables
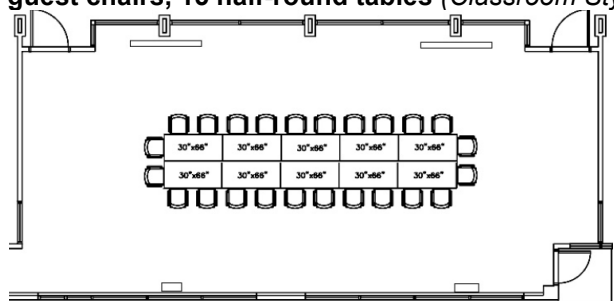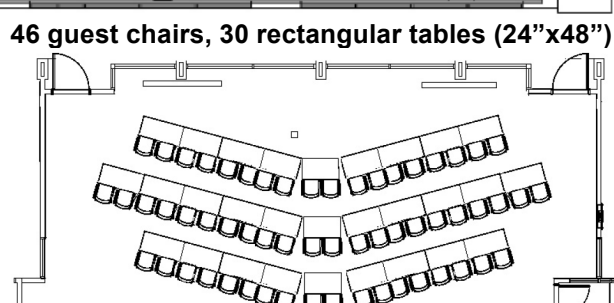

24 guest chairs, 10 rectangular tables (30" x 66")
(Board Room)
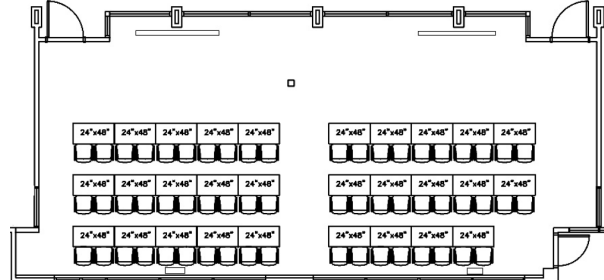
58 guest chairs, 29 rectangular tables (24"x48")
(Classroom Style)

46 guest chairs, 30 rectangular tables (24"x48")

48 guest chairs, 16 half-rounds, 8 rectangular tables (24"x48")
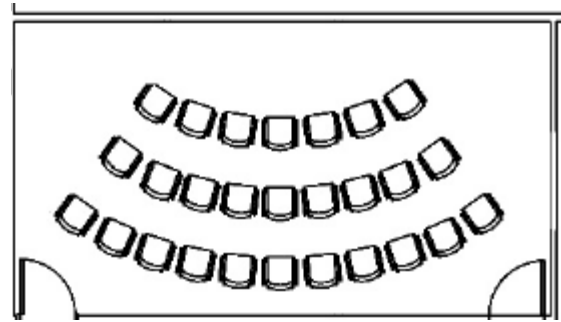

58 guest chairs, 29 rectangular tables (24"x48")
(Classroom Style)

Possible Configurations for Room 2
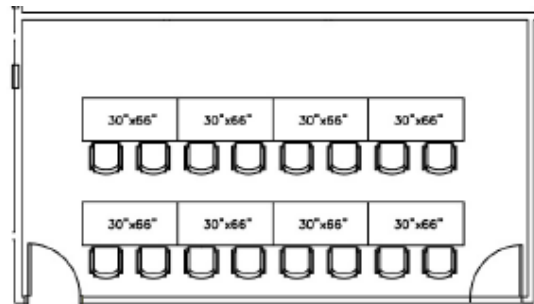### These layouts are just a sampling of those available
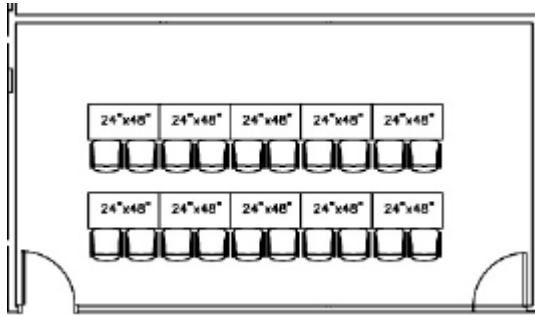
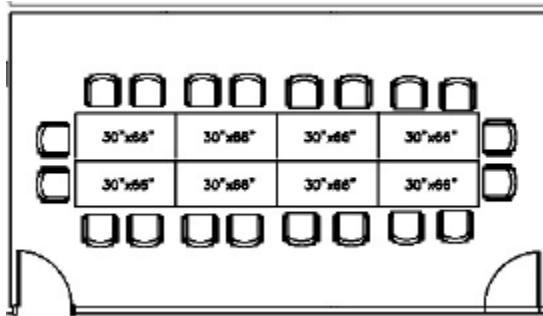**20 guest chairs**
10 rectangular tables (24"x48") *(Classroom style)*
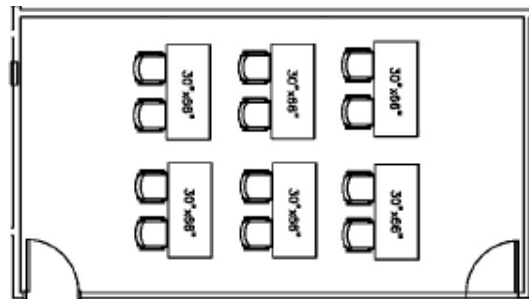
27 guest chairs *(Theater Style)*
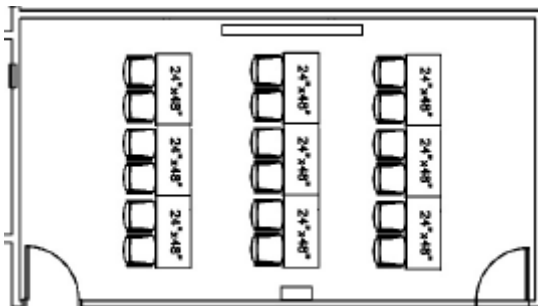
27 guest chairs *(Theater Style)*

16 guest chairs
8 rectangular tables (30" x 66") *(Classroom style)*

20 guest chairs
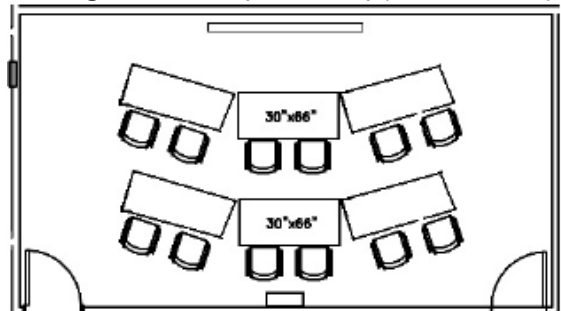**8 rectangular tables (30" x 66")** *(Board Room)*

12 guest chairs
6 rectangular tables (30" x 66") *(Classroom style)*

18 guest chairs
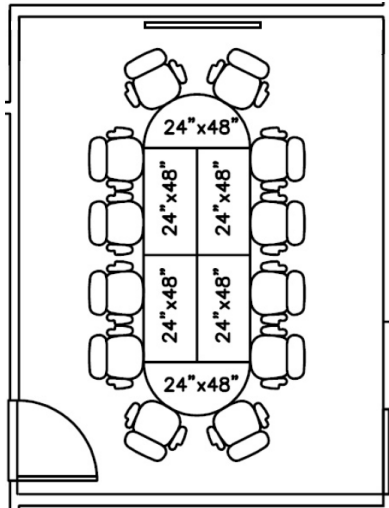**9 rectangular tables (24"x48")** *(Classroom style)*

12 guest chairs
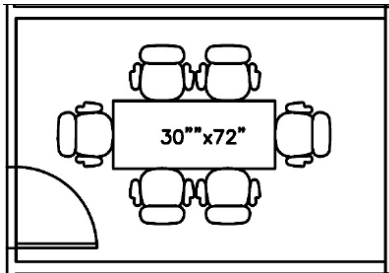**6 rectangular tables (30" x 66")** *(Classroom style)*
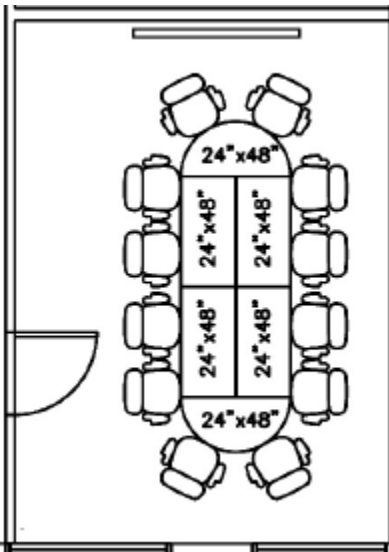
Standard Configurations of Breakout Rooms

Room 3

Up to 12 task chairs,
2 half-round, 4 rectangular tables (24"x48")

Room 4

6 task chairs
1 rectangular table (30" x 72")

Room 5

Up to 12 task chairs
2 half-round, 4 rectangular tables (24"x48")