

# SOBRATO

## Community Conference Center

### ROOM SET UP & USE

The facility is a self-service Center, meaning that users are responsible for their own meeting setup and cleanup. If you move any furniture for your event, you are responsible for returning it to its **original location**, as posted on the walls and as noted in our informational binders. 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.

Meeting supplies, other than the amenities that are confirmed for your use by the Center Coordinator as part of the reservation process, are the responsibility of your organization.

### ROOM CLEAN UP

All meeting rooms 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 should be left with the Nonprofit Center Coordinator as you exit the building or be left at the front desk if the 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

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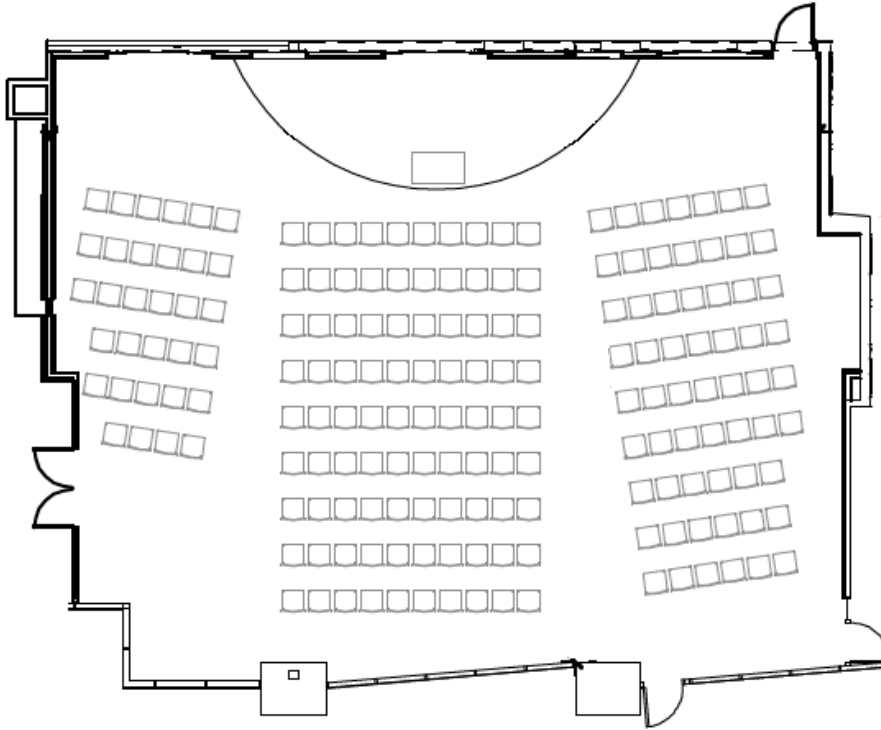
Room	Capacity	Possible Configurations	Square feet
<b>Shoreway Conference Room</b> (350 Building)	82 182 394	Classroom or Theater (all chairs) or Standing Room (Cocktail Reception)	2,767
<b>Harbor Room</b> (350 Building)	12	Board Room	398
<b>Marine Room</b> (350 Building)	12	Board Room	432
<b>Bay Room Combined</b> (330 Building)	46 83	Classroom or Theater	1,594
<b>Bay A Room</b> (330 Building)	10 20	Classroom or Theater	368
<b>Bay B Room</b> (330 Building)	12 21	Classroom or Theater	395
<b>Bay AB Room</b> (330 Building)	24 41	Classroom or Theater	763
<b>Bay C Room</b> (330 Building)	24 42	Classroom or Theater	831

<b>Lagoon Room</b> (330 Building)	8	Board Room	269
<b>Cove Room</b> (330 Building)	10	Board Room	340
<b>Pacific Room</b> (330 Building)	10	Board Room	340
<b>Channel Room</b> (330 Building)	10	Board Room	340

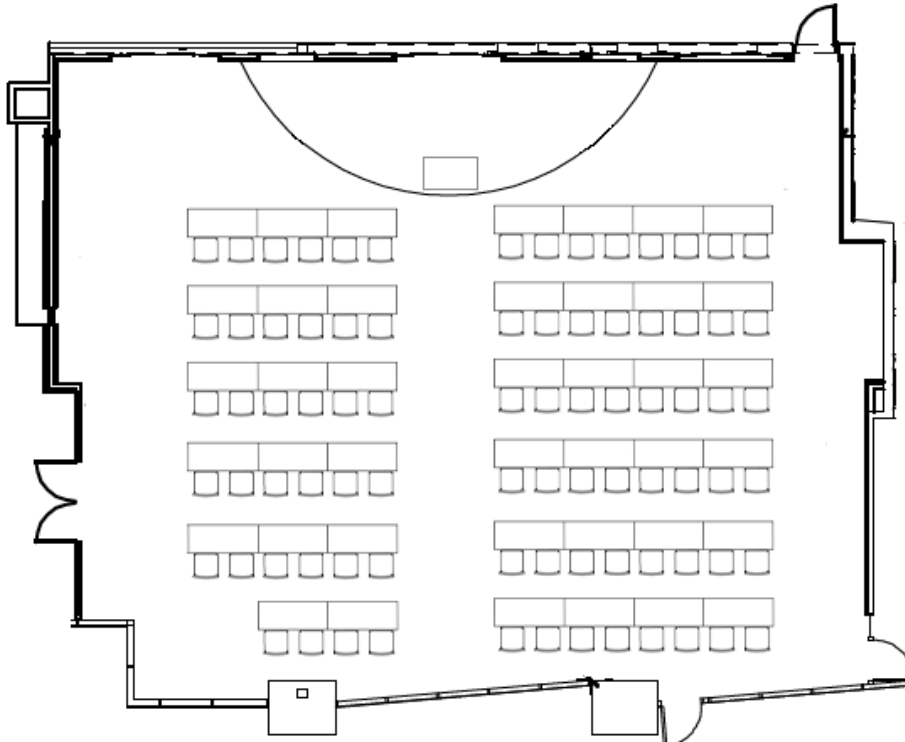
Actual availability may differ depending on other meetings also reserved at the same time as your meeting time; Please consult with the Nonprofit Center Coordinator to confirm your specific needs.

**Possible Configurations for Shoreway Conference Room (350 Building)**  
*These layouts are just a sampling of those available*

**Theater Style - 182 guest chairs**

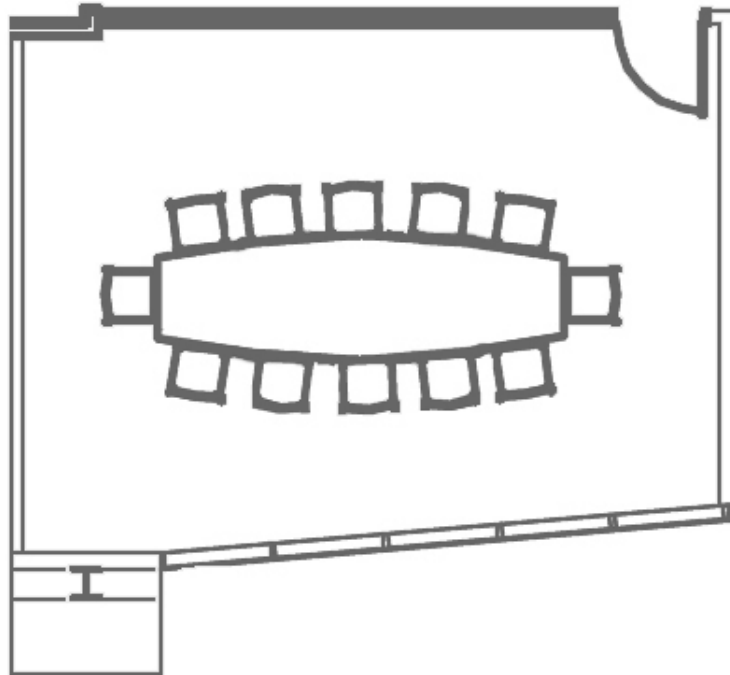


**Classroom Style - 82 guest chairs, 41 tables**

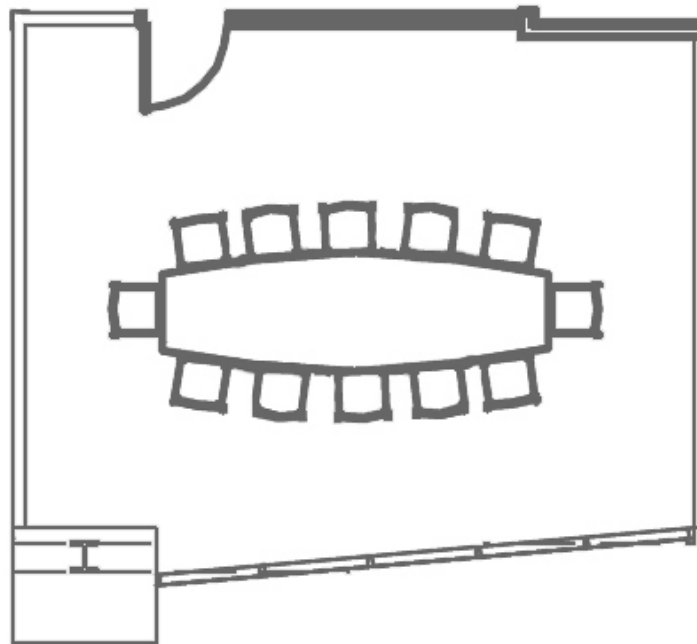


**Standard Configurations 350 Board Rooms**

**Harbor Room – 12 chairs**



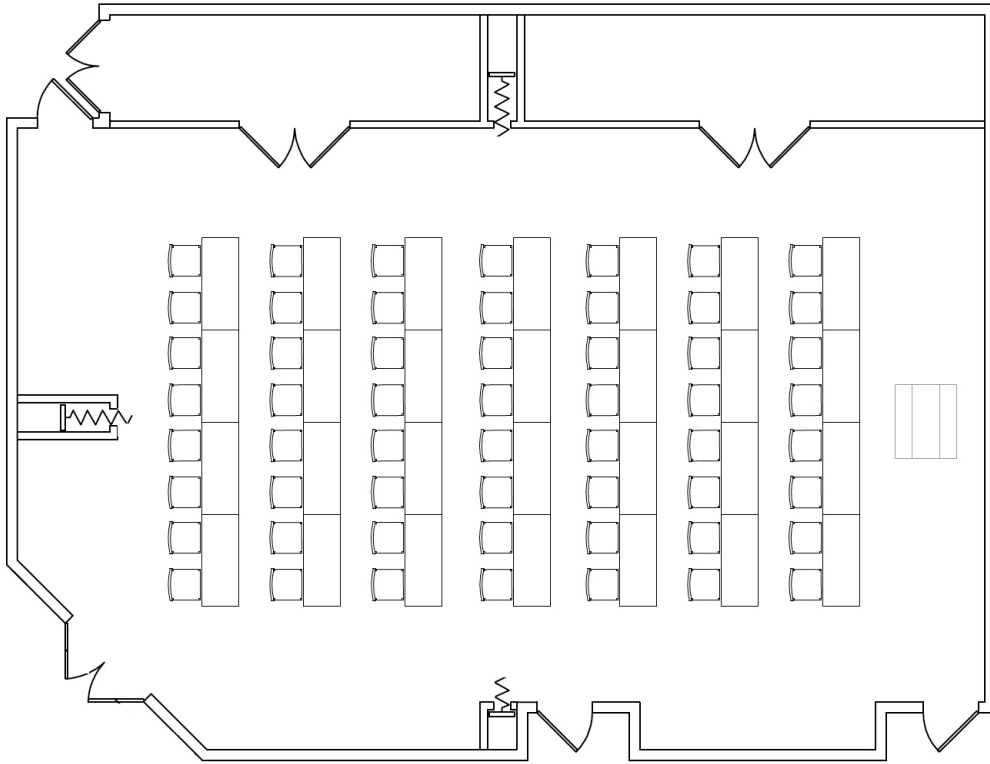
**Marine Room – 12 chairs**



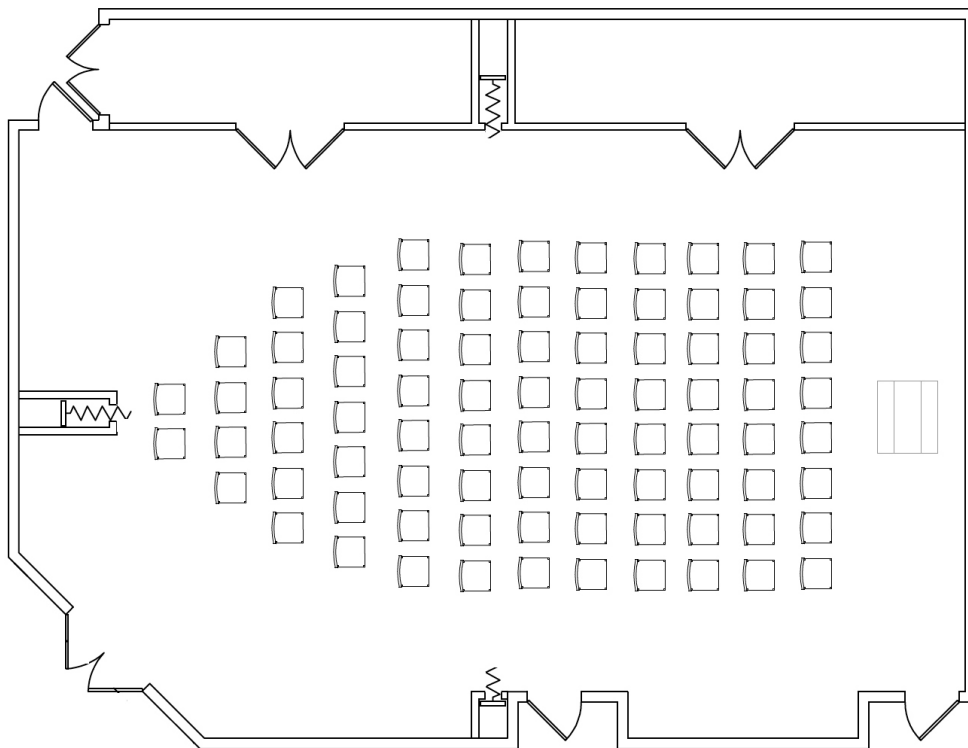
**Possible Configurations for Bay Room Combined (330 Building)**

*These layouts are just a sampling of those available*

**Classroom Style – 56 chairs, 28 tables**

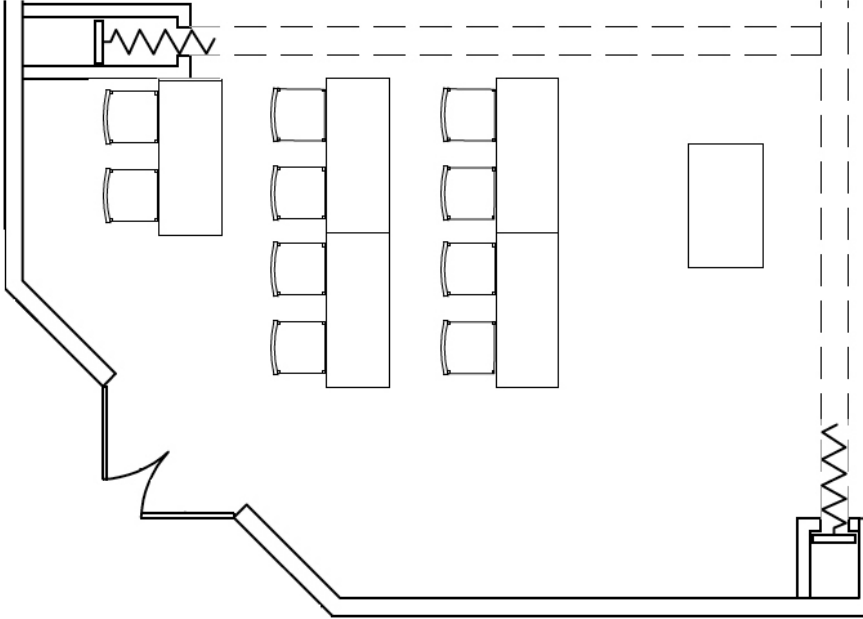


**Theater Style –83 Chairs**

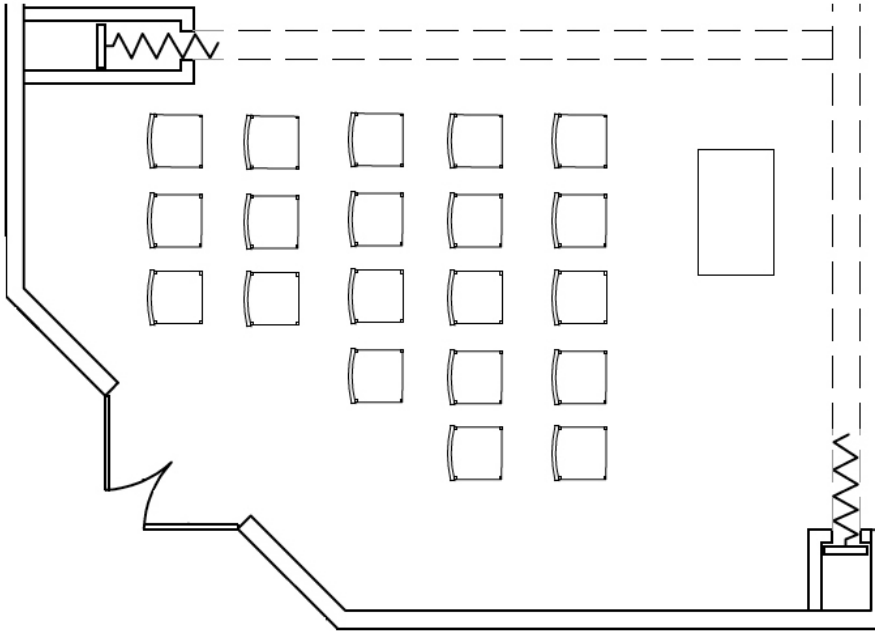


**Possible Configurations for Bay Room A (330 Building)**  
*These layouts are just a sampling of those available*

**Classroom Style – 10 chairs, 6 tables**

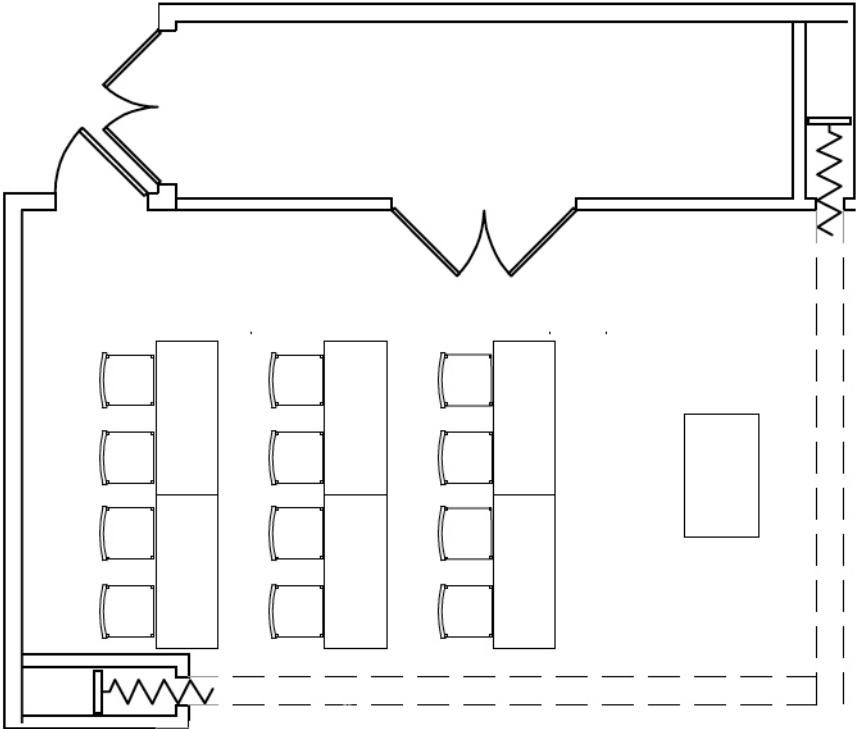


**Theater Style – 20 Chairs**

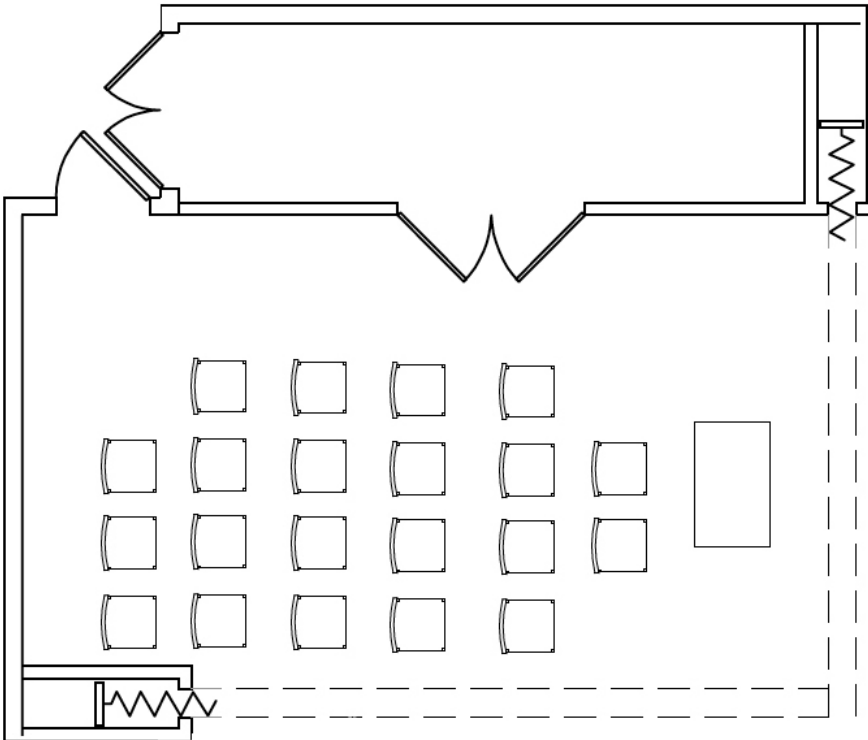


**Possible Configurations for Bay Room B (330 Building)**  
*These layouts are just a sampling of those available*

**Classroom Style – 12 chairs, 7 tables**

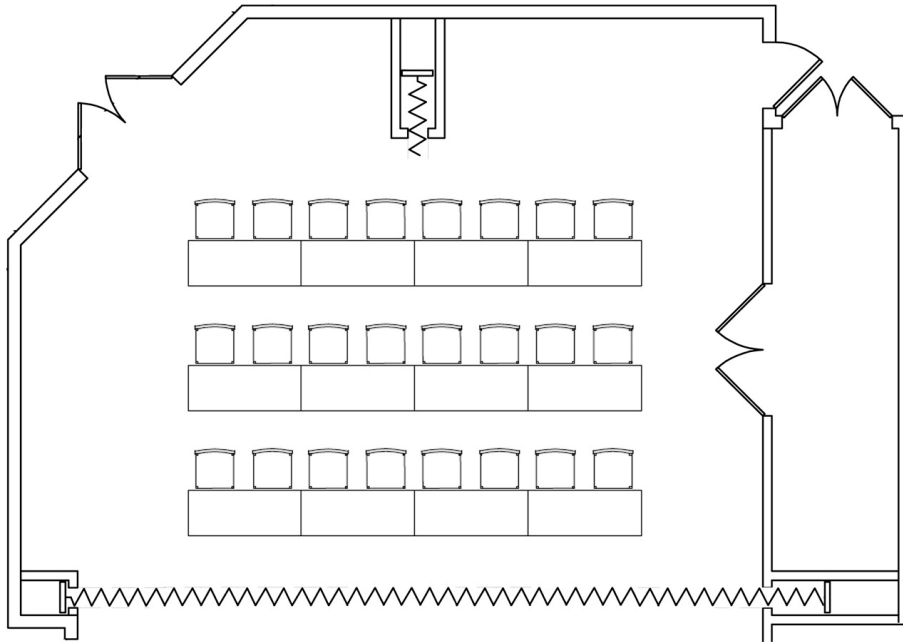


**Theater Style – 21 Chairs**

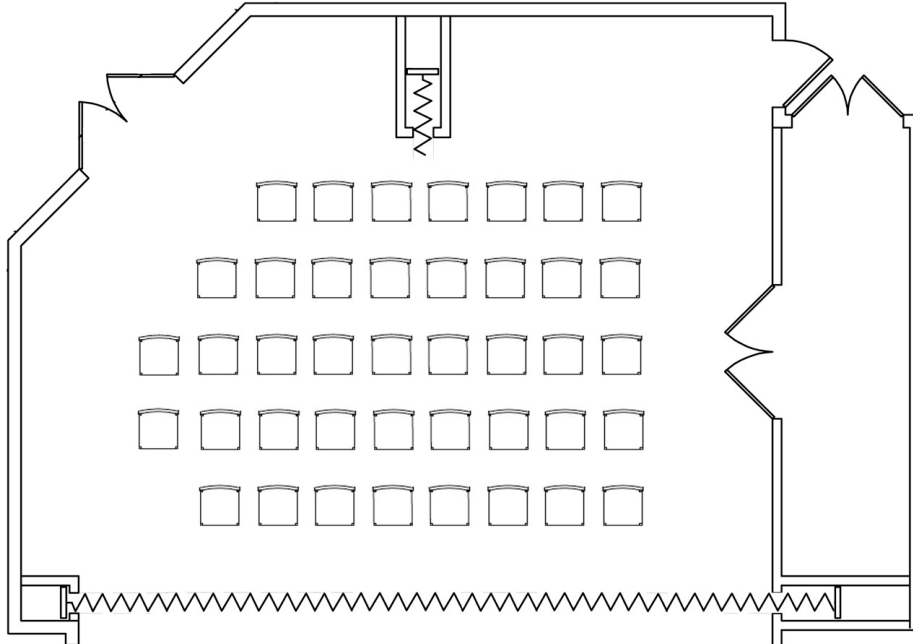


**Possible Configurations for Bay Room AB (330 Building)**  
*These layouts are just a sampling of those available*

**Classroom Style – 24 chairs, 12 tables**



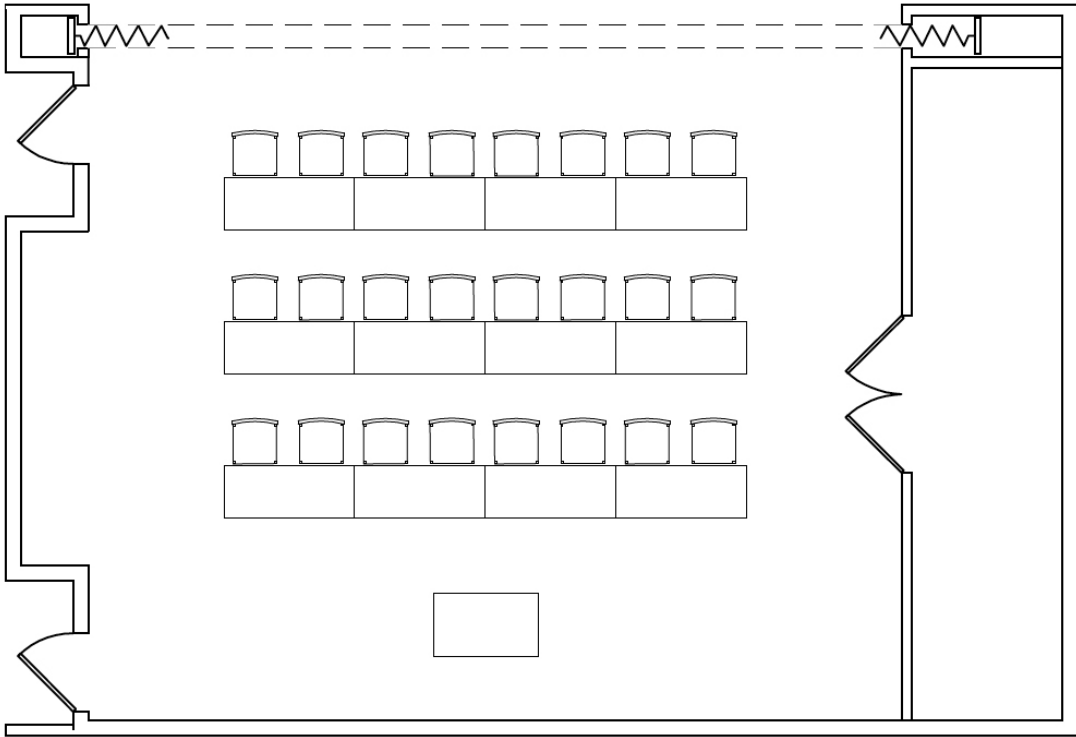
**Theater Style – 41 Chairs**



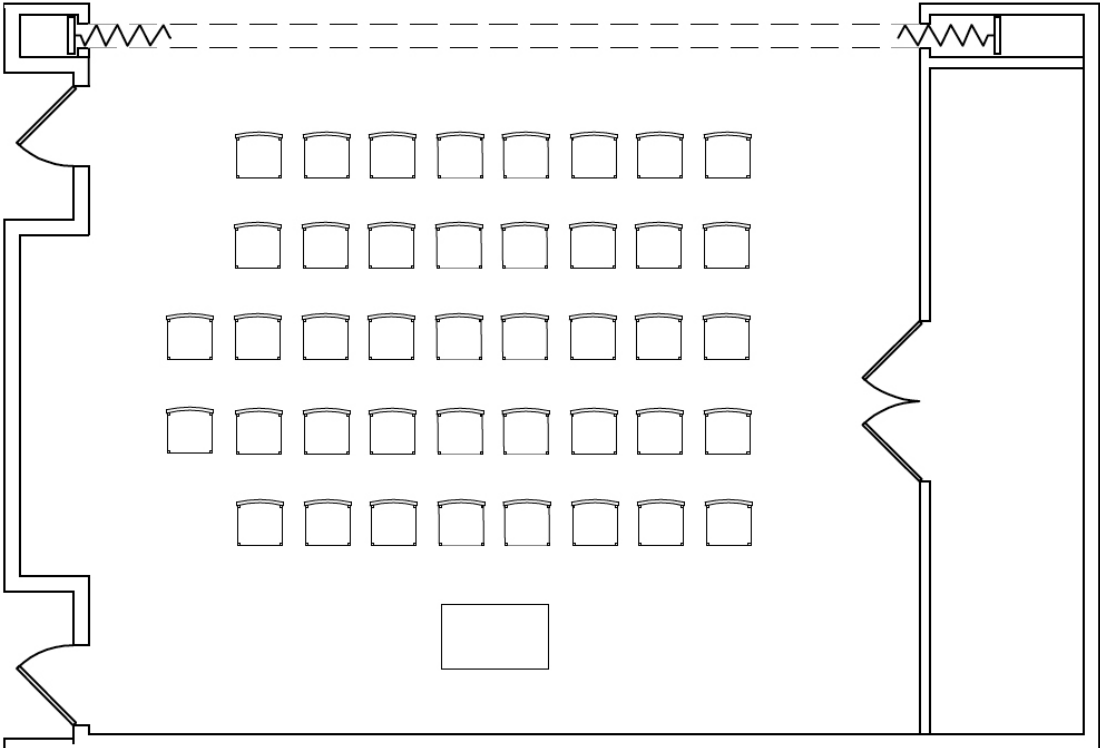


**Possible Configurations for Bay Room C (330 Building)**  
*These layouts are just a sampling of those available*

**Classroom Style – 24 chairs, 12 tables**

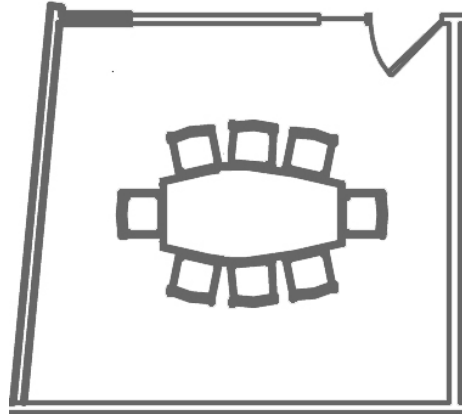


**Theater Style – 42 Chairs**

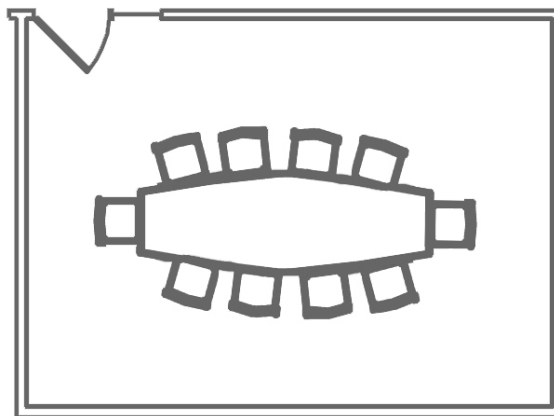


**Standard Configurations 330 Board Rooms**

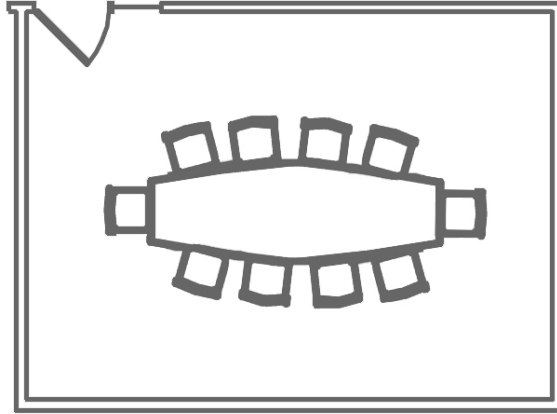
**Lagoon Room – 8 chairs**



**Cove Room – 10 chairs**



**Channel Room – 10 chairs**



**Pacific Room – 10 chairs**

