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 for your event, you are responsible for returning it 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.

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

ROOM CLEAN UP

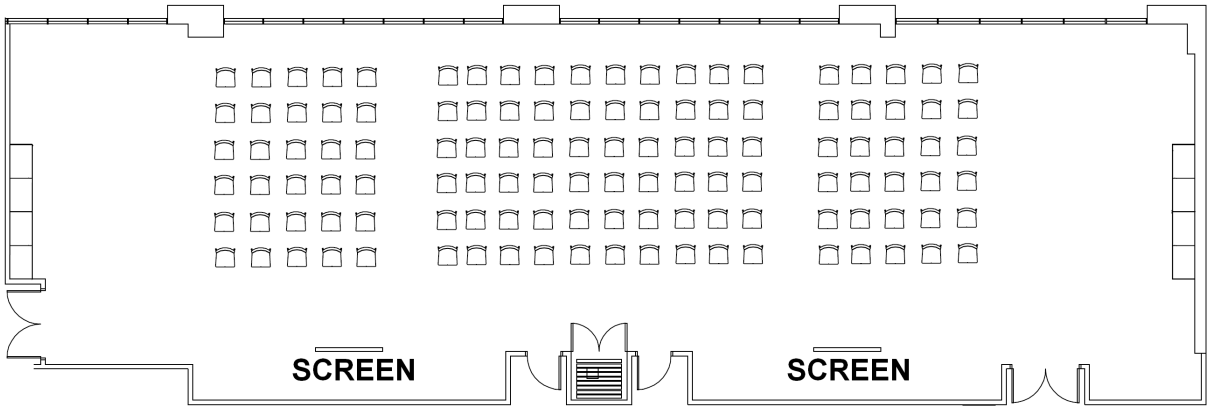
All meeting room and hospitality areas, as well as the kitchen (if used by your group), must be cleaned up before your agency leaves the facility. You will complete a User Responsibility Checklist confirming that everything has been returned to its original position and that all areas are ready for the next facility user. The completed form should be left with the Conference Center 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

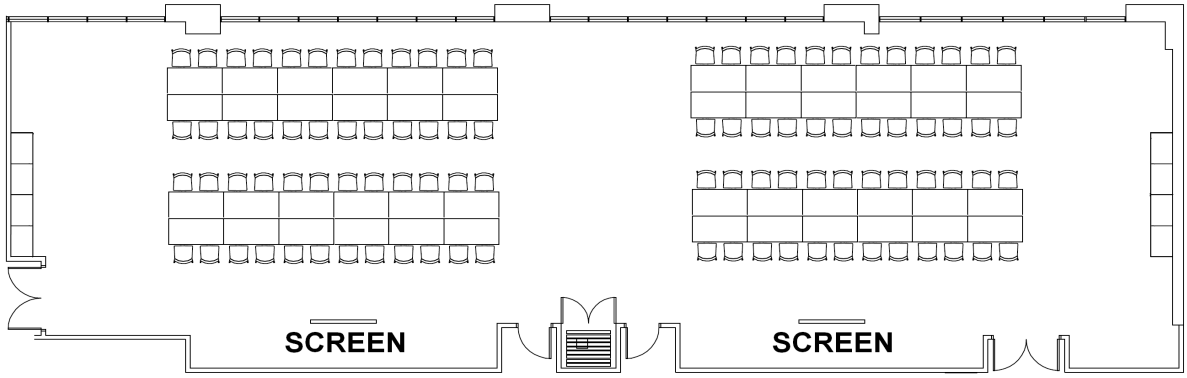
Room	Capacity	Possible Configurations	Dimensions	Square feet
Cupertino Room *(Largest capacity; fire code specifies 172 people)*	120 120 200	Classroom or Theater (all chairs) or Standing Room (Cocktail Reception)	106’ X 34’	3,574
Cupertino Room Side A *(with use of partition; fire code specifies 86 people)*	60 100 120	Classroom or Standing Room or Theater	53’ X 34’	1,787
Cupertino Room Side B *(with use of partition fire code specifies 86 people)*	60 100 120	Classroom or Standing Room or Theater	53’ X 34’	1,787
Campbell Room	14	Board Room	35’ X 15’	536
Sunnyvale Room (2nd floor)	14	Board Room or Classroom	33’ X 23’	762
Los Gatos Room *(ideal for small meeting or break-out room)*	4	Board Room	13’ X 10’	130
Santa Clara Room *(ideal for small meeting or break-out room)*	6	Board Room	16’ X 10’	160
San Jose Room *(ideal for small informal meeting)*	3	Meeting Room	11’ X 10’	110
Actual availability may differ depending on other meetings also reserved at the same time as your meeting time; please consult with the Community Conference Coordinator to confirm your specific needs.				

Possible Configurations for Cupertino Room (without partition)
These layouts are just a sampling of those available

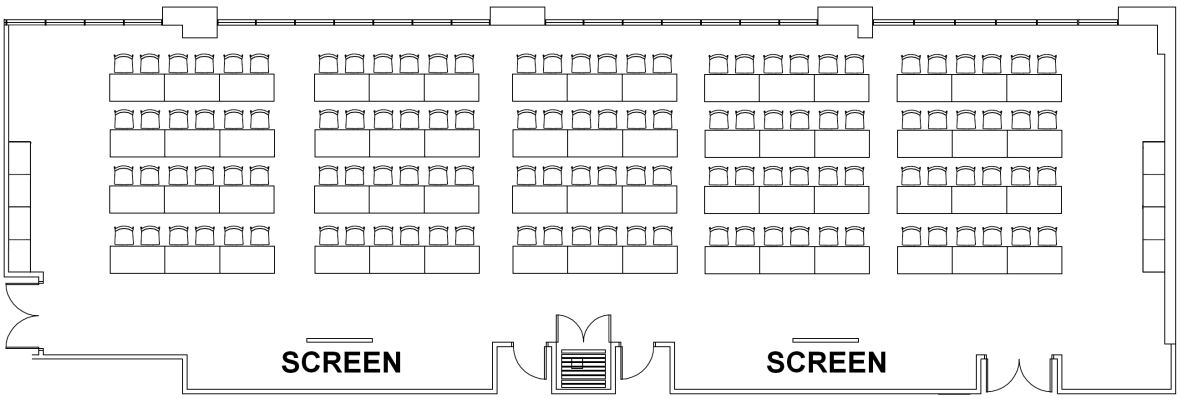
Theater Style - 120 guest chairs



96 guest chairs, 48 tables

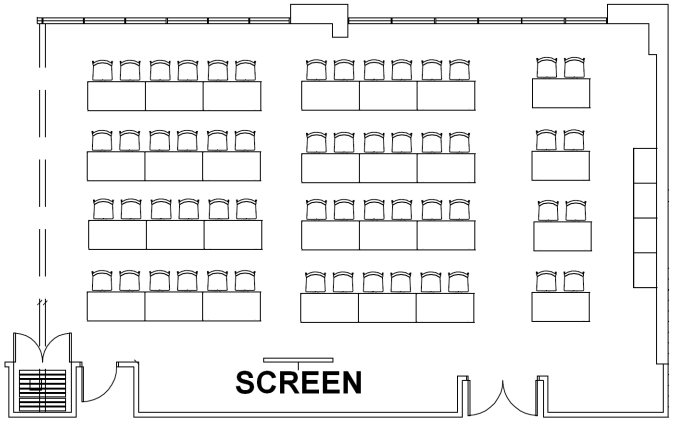


***Classroom Style* - 120 guest chairs, 60 tables**

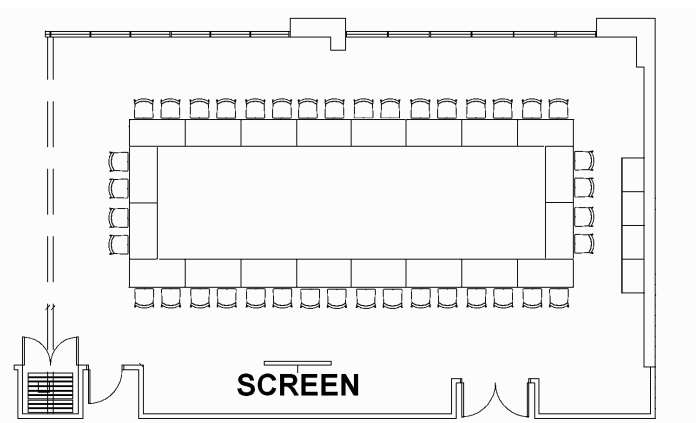


Possible Configurations for Cupertino Room (Side A)
These layouts are just a sampling of those available

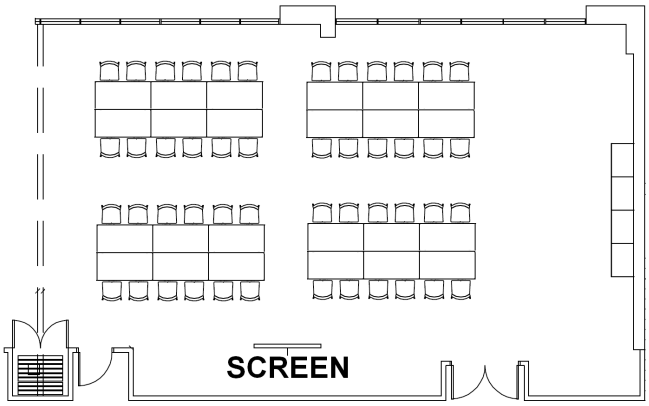
56 guest chairs, 28 tables



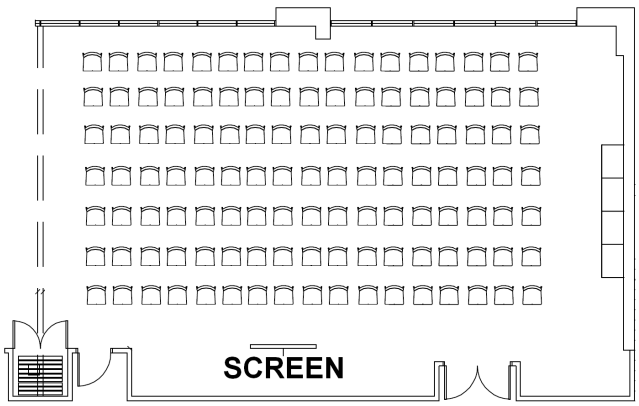
40 guest chairs, 20 tables



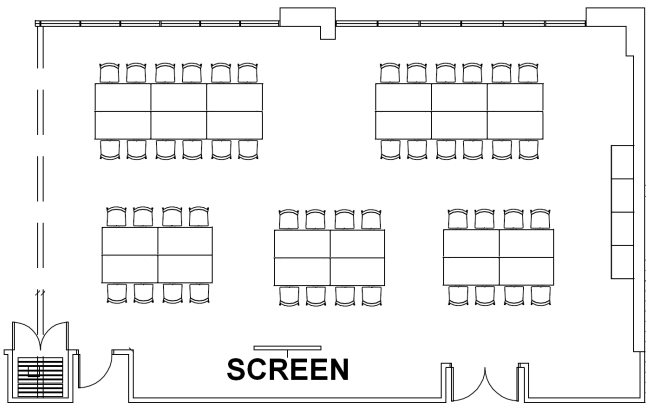
48 guest chairs, 24 tables



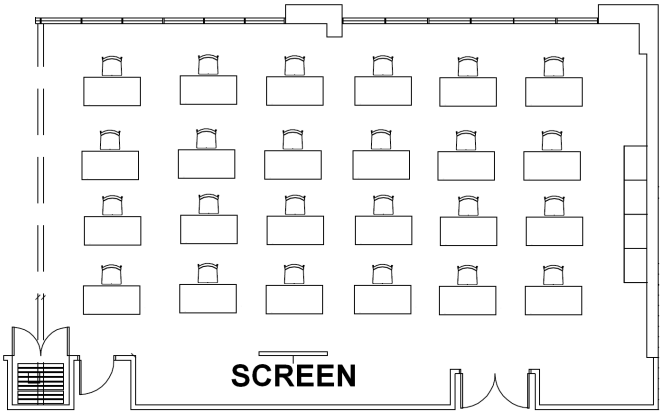
***Classroom Style* - 120 guest chairs**
(available if Cupertino B not in use)



48 guest chairs, 24 tables

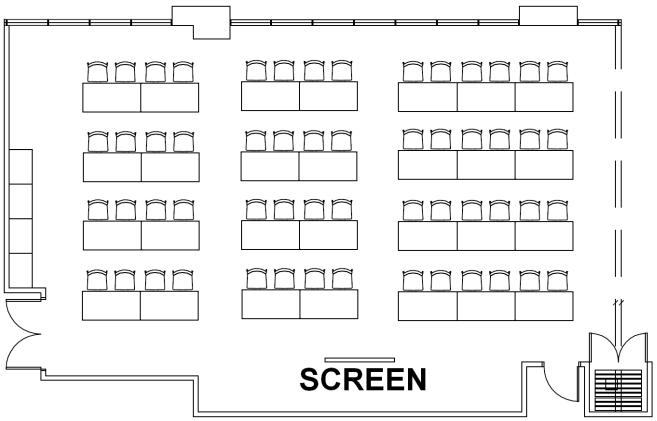


24 guest chairs, 24 tables

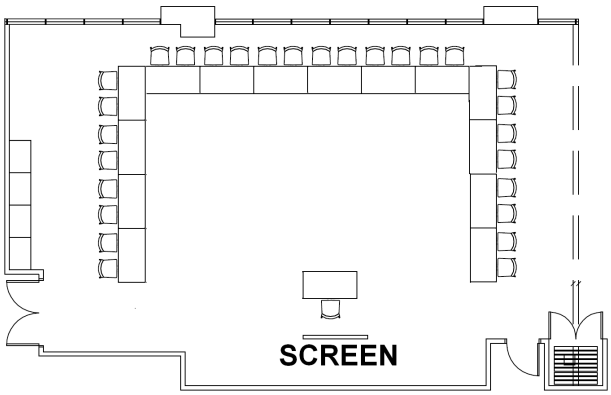


Possible Configurations for Cupertino Room (Side B)
These layouts are just a sampling of those available

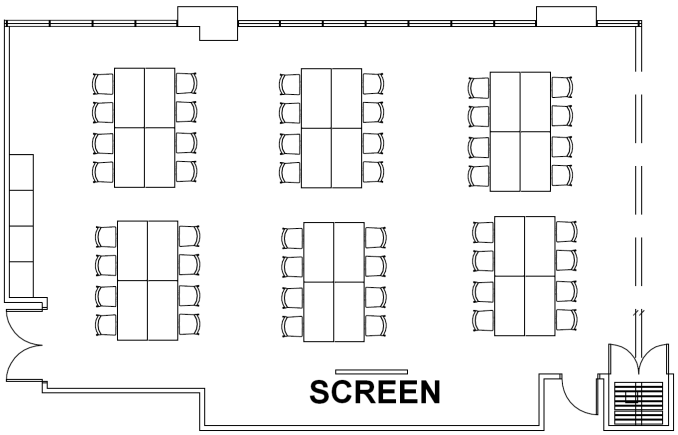
56 guest chairs, 28 tables



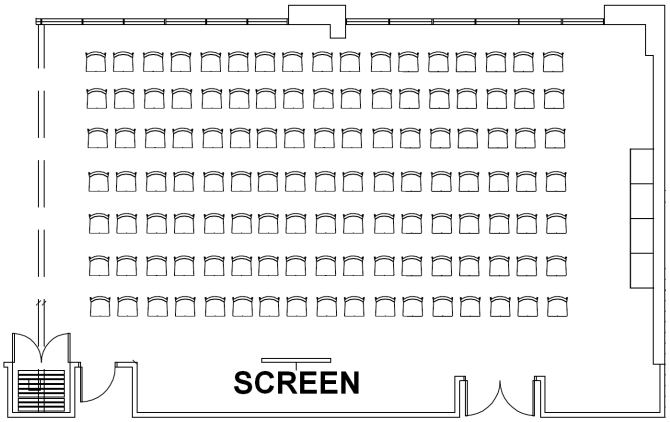
29 guest chairs, 15 tables



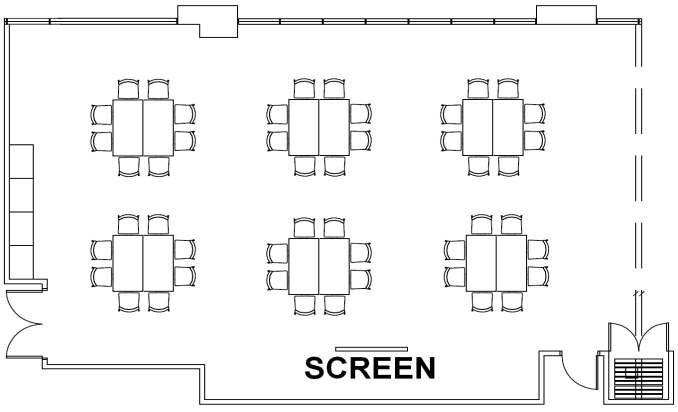
48 guest chairs, 24 tables



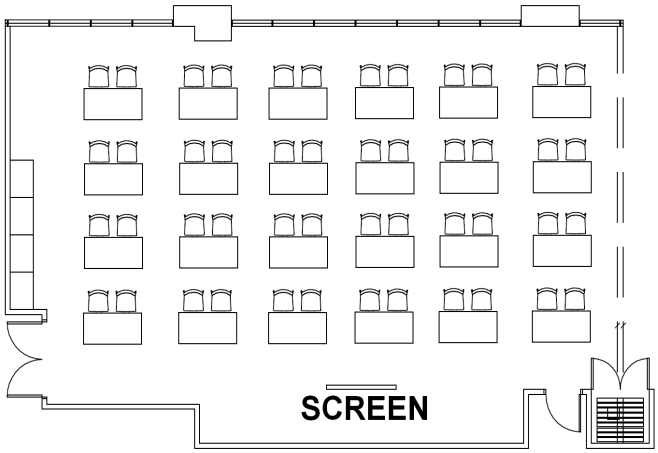
***Theater Style* - 120 guest chairs** (If Cupertino A not in use)



48 guest chairs, 12 tables

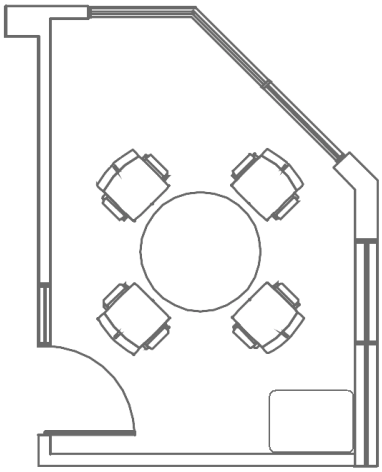


48 guest chairs, 24 tables

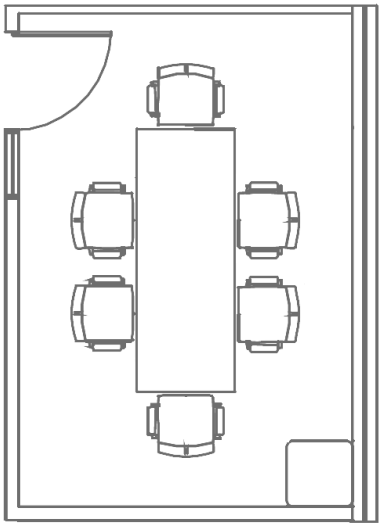


Standard Configurations of 1st Floor Conference Rooms

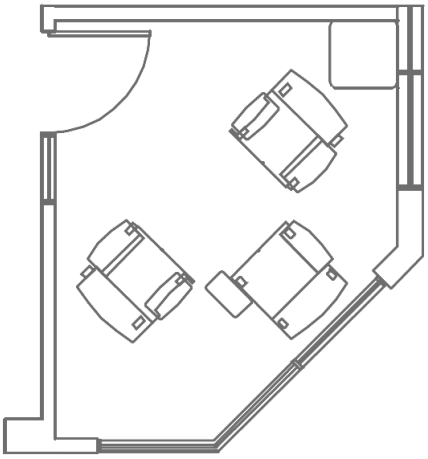
Los Gatos Room – 4 chairs



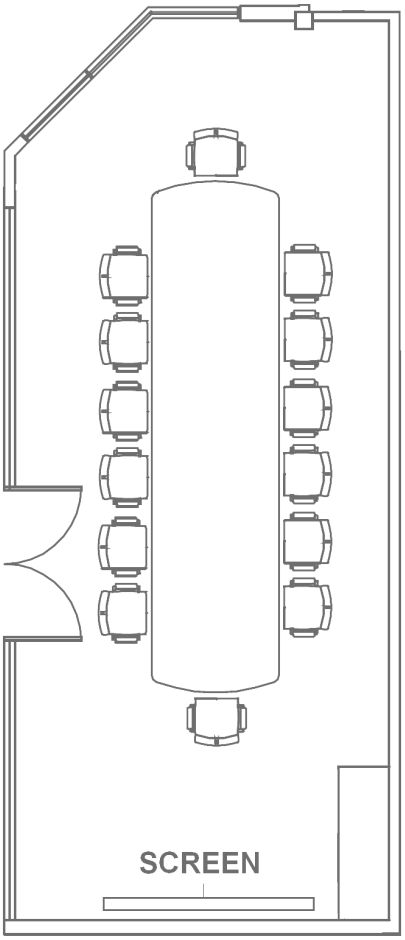
Santa Clara Room – 6 chairs



San Jose Room – 3 chairs



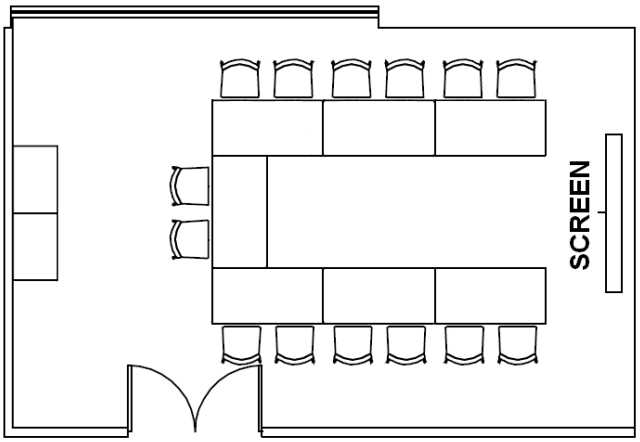
Campbell Room – 14 chairs



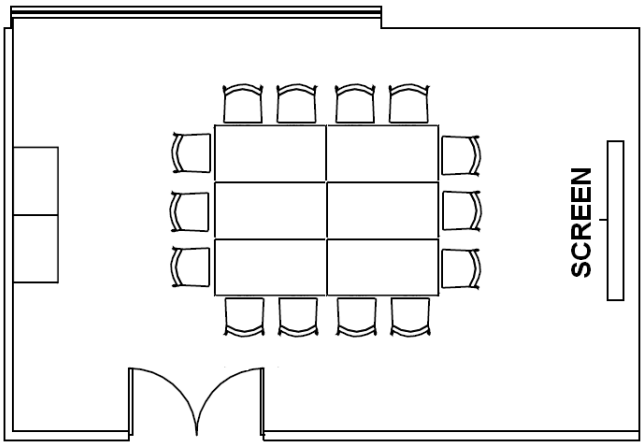
Possible Configurations for Sunnyvale Room (2nd Floor)

These layouts are just a sampling of those available

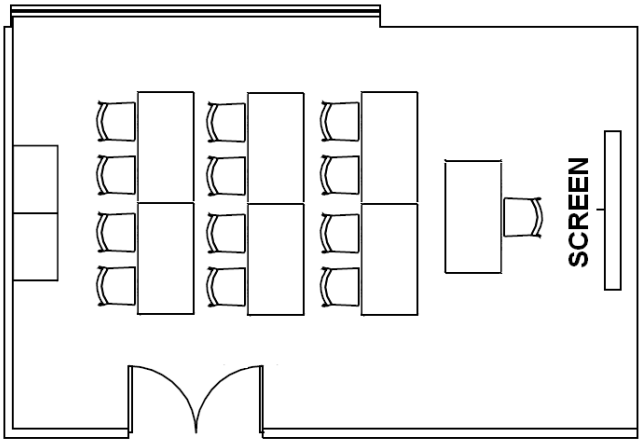
14 guest chairs, 7 tables



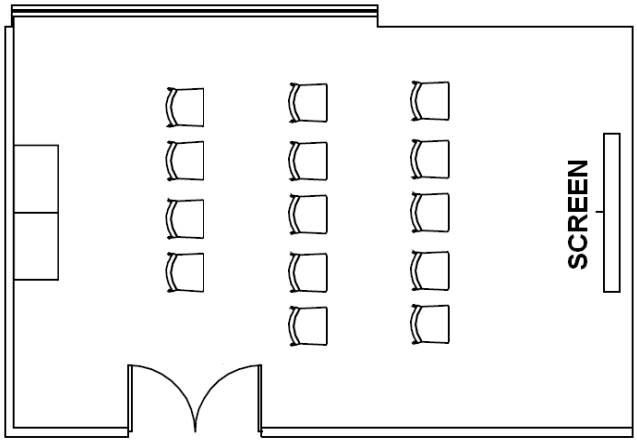
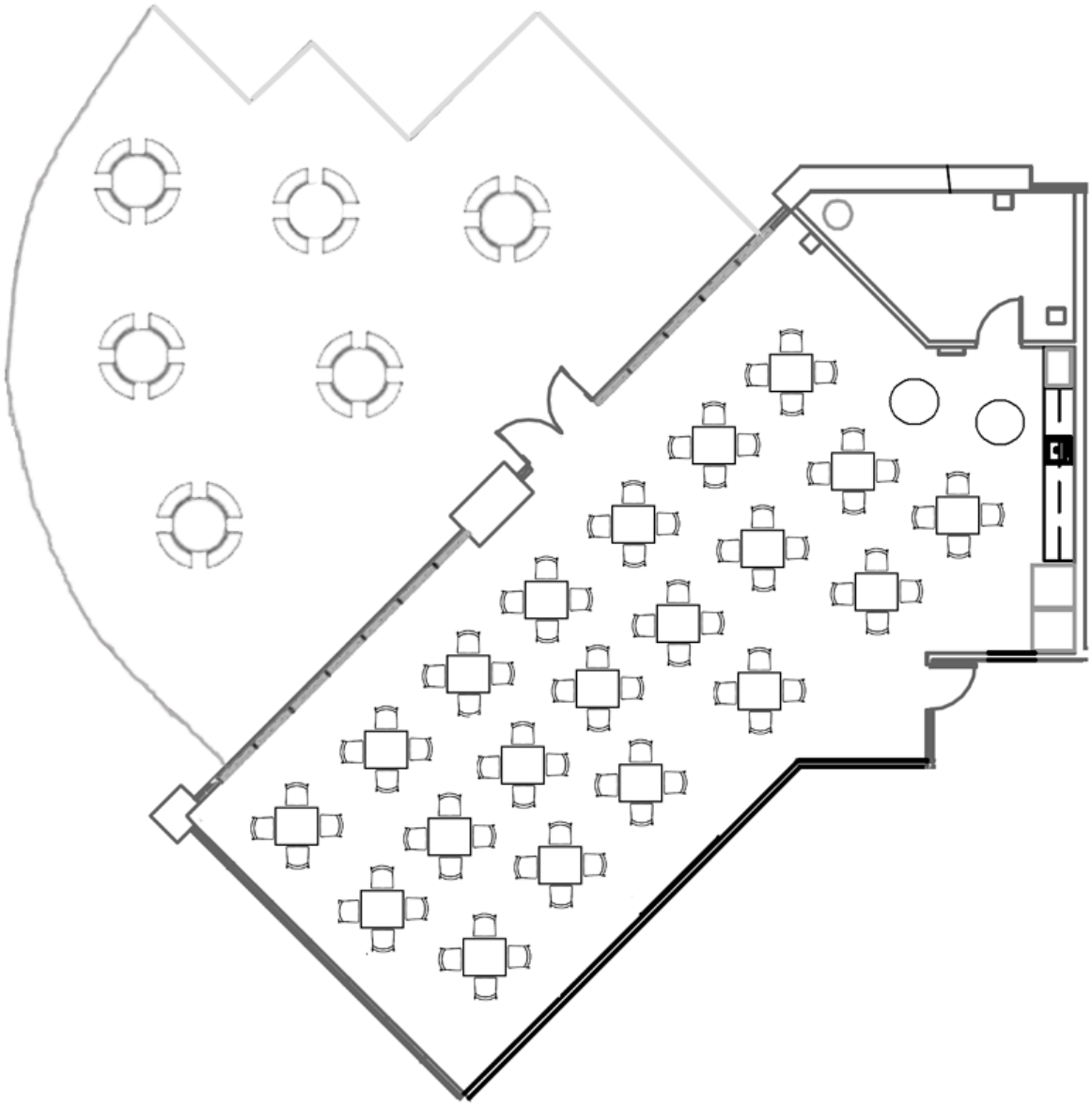
14 guest chairs, 6 tables



13 guest chairs, 7 tables



14 guest chairs



Standard Configuration of Kitchen and Patio
80 guest chairs, 20 tables in Kitchen