

THE FAMILY CENTER

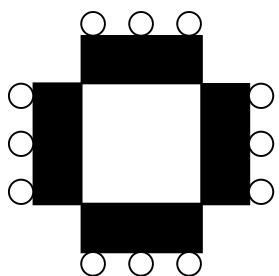
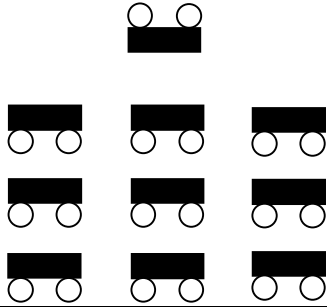
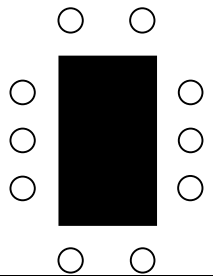
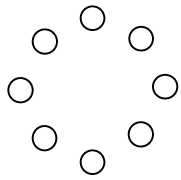
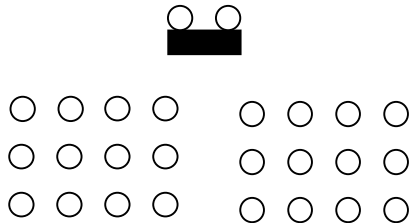
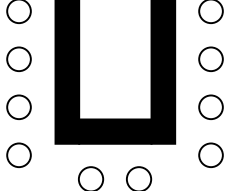
MULTI PURPOSE ROOM – SET UP FORM

315 West 36th Street, 4th Floor, New York, NY 10018
Phone: 212-766-4522 – Fax 212-766-1696

Please choose from the following standard set-ups for your event.

Name/Organization:	Date & time of meeting:
Room:	Divider: Open <input type="checkbox"/> Closed <input type="checkbox"/>
Additional number of tables and chairs stacked to the side:	

Room Set-Up

<input type="checkbox"/> Hollow Square # Chairs _____ # Tables _____ 	<input type="checkbox"/> Classroom # Chairs _____ # Tables _____ 	<input type="checkbox"/> Standard Conference # Chairs _____ # Tables _____ 	<input type="checkbox"/> Circle of Chairs # Chairs _____ 
<input type="checkbox"/> Auditorium Style # Chairs _____ # Tables _____ 	<input type="checkbox"/> U-Shaped # Chairs _____ # Tables _____ 	<input type="checkbox"/> Open Space All tables and chairs stacked to the side.	Additional notes:
<input type="checkbox"/> Custom Set-up <i>(*Any set-ups that differ from the standard set-ups must be approved in advance.*)</i> # Chairs _____ # Tables _____ Please draw set-up below or attach chart or description.			

