

Florence Branch Meeting Room Use

Occupancy: 60

Tables: 15 (2x5')

Chairs: 100

10 Laptops are available for checkout at the public service desk.

Projector available at the public service desk.

This branch has Wi-Fi.

- Please leave the room as you found it. Users are responsible for the setup and take-down of any *extra* tables and chairs.
- Setup, cleanup and restoration of furniture to its original arrangement must be accomplished within the scheduled time for the meeting.
- Fire and emergency exits shall not be blocked by furniture or other equipment.
- No decorations, wall hangings, presentation materials or any other items may be taped, stapled, glued or in any way fastened to walls, ceilings or fixtures.

Library staff will assist with overhead projector when used in conjunction with presenter's computer.

Using chairs

1. Please push stacked chairs from behind.
2. When restacking chairs, the first two need to be within the guides on the sides in order to stack correctly.



Using tables

BE CAREFUL – THE TABLES ARE HEAVY!

1. To set up, rest table on its side and flip legs out.
2. To take down, rest table on its side, lift slightly off ground, press lever in, and fold legs in.



Florence Branch

