

Walton Branch - Meeting Room Use

Occupancy: 25

Tables: 7 (30"x6')

Chairs: 25

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.

Using chairs

1. Please stack extra chairs in closet, all facing the same direction.



Using tables

Be careful when closing the table legs.

1. To set up, rest table on its side and flip legs out.
2. To take down, rest table on its side, press arm in, and fold legs in.

Extra tables are stored in the closet.

Using projector – connects to laptop

1. Turn on laptop first.
2. Attach VGA cable to laptop and projector – Computer 1. Tighten thumb screws.
3. Attach projector power cord.
4. Press Power button on projector.
 - a. There should be a foot on the front of the projector to raise it up.
 - b. Turn the round dial to focus.
5. When finished, press the Power button. You may need to confirm shut down.
6. Carefully set up portable screen. Please return to closet at the end of your meeting/program.



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