

**Upper Dublin Township Building Meeting Rooms
TYPICAL SET-UPS**

MAIN MEETING ROOM – MEETING
90 chairs standard – can bring in chairs for 150 max.



MAIN MEETING ROOM – PRESENTATION
90 chairs standard – can bring in chairs for 150 max.
AV is available by pre-request



MAIN MEETING ROOM – standard set-up
General Meetings of HOAs & other large groups
90 chairs standard – can bring in chairs for 150 max.



MAIN MEETING ROOM (REAR)
Check-in table at door shown; hospitality table can be provided
CONFERENCE table at rear for 8-10 max.



MAIN MEETING ROOM (REAR) – MEETING
Set-up is for 8 to 30 max. – tables added as needed



MAIN MEETING ROOM (REAR) – CLASSROOM
Set-up is for 24 max. (8 tables x 3 ea.)
AV is available by pre-request



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CONFERENCE ROOM – CONFERENCE
can accommodate up to 12-14 max.



COMMUNITY ROOM KITCHEN
pass through window shown open; can be closed
2 skirted tables for hospitality are available



COMMUNITY ROOMS “ABC” – MEETING “O”
Set-up is for 40 max.
2 skirted hospitality tables in rear



COMMUNITY ROOMS “ABC” – MEETING “U”
Set-up is for 30 max. – AV is available by pre-request
2 skirted hospitality tables in rear



COMMUNITY ROOMS “ABC” – CLASSROOM
Set-up is for 30-60 max. – AV is available by pre-request
2 skirted hospitality tables in rear



COMMUNITY ROOMS “ABC” – LECTURE
Set-up is for 50-100 max. – AV is available by pre-request
2 skirted hospitality tables in rear



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COMMUNITY ROOMS "AB" or "C" or "D" – LECTURE

Set-up is for 50 max. in each room
AV is available by pre-request
2 skirted hospitality tables in rear of AB only



COMMUNITY ROOMS "AB" or "C" or "D" – CLASSROOM

Set-up is for 30 max. in each room (10 tables x 3 ea.)
AV is available by pre-request
2 skirted hospitality tables in rear of AB only



COMMUNITY ROOMS "AB" or "C" or "D" – MEETING "O"

Set-up is for 24 max. in each room
2 hospitality tables in rear of AB only



COMMUNITY ROOMS "AB" or "C" or "D" – MEETING "U"

Set-up is for 20 max. in each room
can be reversed; AV is available by pre-request
2 skirted hospitality tables in rear of AB only



COMMUNITY ROOMS "ABCD" – LECTURE

150 max. available chair – AV available by pre-request
Sponsor can supply up to 100 additional chairs for setup.
2 skirted hospitality tables provided – more tables available
(Large set-ups may result in additional manpower costs \$15/hour per person)



COMMUNITY ROOMS "ABCD" – OPEN FLOOR

UDT has 24-6' banquet tables & 6-60" rounds; 150 chairs
Sponsor to provide room setup requested.
2 skirted hospitality tables provided – AV available by pre-request
(Large set-ups may result in additional manpower costs \$15/hour per person)

