### JOSLYN COMMUNITY CENTER ROOM SET-UP

#### ACTIVITY ROOM 1

<table>
<thead>
<tr>
<th>Maximum Occupancy</th>
<th>CONTRACT NUMBER</th>
<th># OF PEOPLE ATTENDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ DINING 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ SEATING 50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Available 6 FT Card Tables*  
*Available* 30

<table>
<thead>
<tr>
<th>CUSTOMER NAME</th>
<th>DATE OF EVENT</th>
<th>EVENT TYPE</th>
<th>TIME OF EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

#### AVAILABLE EQUIPMENT

**Please request at time of reservation**

- **Easels (black, wood)** (4)  
  - $15 each  
  - Quantity: [ ]  
  - Paid: [ ]

- **Portable PA System** (1)  
  - $15 each  
  - Quantity: [ ]  
  - Paid: [ ]

- **19-inch Portable TV/VCR/DVD**  
  - $15 each  
  - Quantity: [ ]  
  - Paid: [ ]

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**AVAILABLE 6 FT**  
**10 Card Tables**  
**30 Available**

Please draw a rectangle on the map to indicate the location of a table and mark the map with an X to indicate the location of a chair.

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**648 SQUARE FEET**

**- Window**

**- Counter**

**- Sink**

**- Sliding Door**

**- 18 FT**

**- 36 FT**

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**9/30/11**