

## Training Room Set Up Requirements

Thank you for reserving the RRFD Training Center for your meeting/event. In order to best serve your needs please complete the following and **return along with your completed application for training room use.** Please remember that our staff consists of emergency personnel. We ask therefore that you arrive thirty minutes in advance to check that the room is ready and meets your requirements.

Both rooms are equipped with an overhead projector, power point projector, TV/VCR/ screen and dry erase boards. The kitchenette has a counter, sink, refrigerator, coffee maker and microwave oven.

Number of People: \_\_\_\_\_

Please select desired set up:

- \_\_\_\_\_ Classroom: Chairs and tables all facing front
- \_\_\_\_\_ Theater: No tables. Chairs only all facing front.
- \_\_\_\_\_ U-Shape: Tables arranged in a “U” shape with chairs set around the outside of the “U”.
- \_\_\_\_\_ Square: Tables arranged in a square with open center with chairs set around the outside of the square.
- \_\_\_\_\_ Banquet: Tables/Chairs arranged banquet style (seating on both sides of the tables).
- \_\_\_\_\_ Other/Please Specify: \_\_\_\_\_  
\_\_\_\_\_

Additional Arrangements:

- \_\_\_\_\_ Registration table at entrance.
- \_\_\_\_\_ Tables set along wall for food service and/or display materials.
- \_\_\_\_\_ Head table at front for speaker/presenter.
- \_\_\_\_\_ Please have someone contacting [aholman@rioricofire.org](mailto:aholman@rioricofire.org) regarding catering options.