

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.
- _____ Catering. Please have someone contact me regarding catering options.