

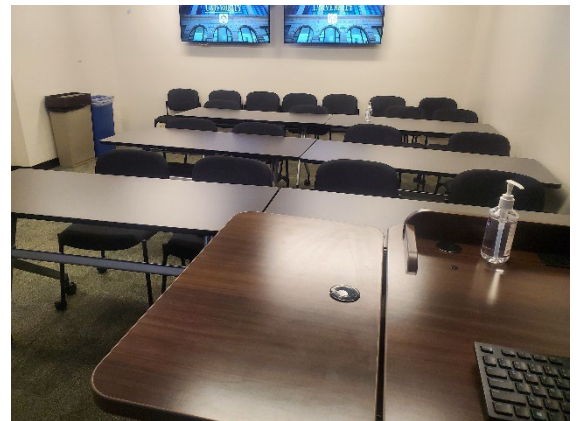
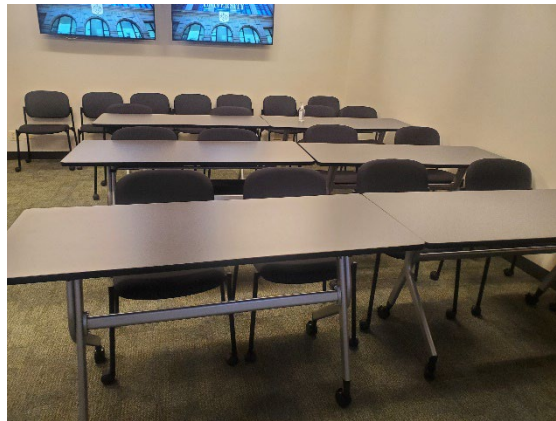
# College of Liberal Arts and Social

## STE 1300 Possible Configurations

**There are 24 stackable chairs, seven flip top dark grey tables and two flip top light grey tables. All tables flip down and nest for optimal storage. If you do not need all the tables and chairs, feel free to push them into the corners or push them behind the main desk in the foyer of STE1300. They should not be moved into either dedicated office space.**

### **Configuration A – Classroom**

This seats about 12 with table access plus chairs along the back wall.



### **Configuration B – Vertical tables**

This can seat up to 24 with table access.



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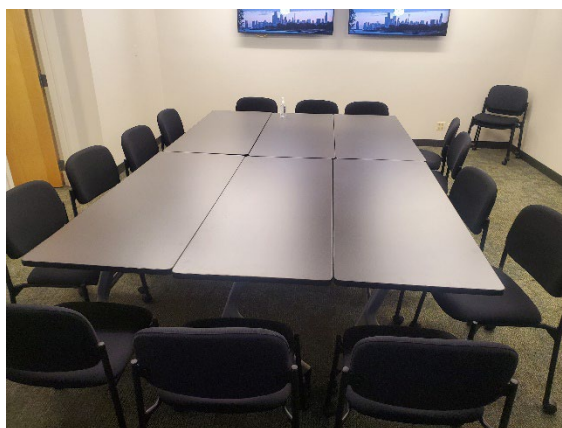
### **Configuration C – Open Square**

This seats about 14 with table access.



### **Configuration D – Conference Table**

This seats about 14 with table access and room for chairs against the walls.



### **Configuration E – Theater**

If the tables are removed and nested, 24 chairs can be set-up in a theater style arrangement.



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## STE 1300 Possible Configurations – Catering

### **Catering**

The University catering policy applies to this room and Chartwells is the catering provider for all events. LAS units must adhere to the College's catering guidelines. The reservation holder is responsible for all necessary orders, set-up, extra tables, extra linens, etc. Chartwells does not bring their own table, so the reservation holder should utilize a conference room table, unless they order an extra table from facility ops. While Chartwells staff will remove the items from the main catering table, they will not clean-up the meeting space. This is the responsibility of the reservation holder. The room must be completely clear of garbage, except for anything directly on the catering table.

There is a space in the main foyer of STE1300 where catering may be placed. This allows for extra room within the conference room area. The light grey flip top tables are ideal for this set-up.

