

COUNTY OF ALBEMARLE- ROOM RESERVATION AMENITIES

Please request amenities with your reservation.

Room	Capacity- Standing Room	Amenities	Location	Restrictions
227	6	6 chairs, 1 table, no AV	County Office Building McIntire	Meeting may not start prior to 8 a.m., and must conclude no later than 4:45 p.m.
235	85	40 chairs, 12 tables, 1 projector, 1 screen, podium, 1 dry erase board, 1 display board, wireless internet access	County Office Building McIntire	
241	40	40 chairs, 12 tables, 2 projectors, 2 screens, 1 podium, 4 dry erase boards, 10 display boards, wireless internet access	County Office Building McIntire	Availability restricted from 8 a.m. to 5 p.m. . Please note room 241 room reservations may be cancelled if there is a <u>unscheduled Board Meeting</u>
246	20	17 chairs, 6 tables, 1 projector, 1 screen, 1 podium, dry erase board, wireless internet access	County Office Building McIntire	Reservations can only be made 30 days in advance
Lane Auditorium	497-(Seated)	1 screen, 6 stationary microphones, 1 stationary podium, wireless internet access	County Office Building McIntire	No Food or Drink allowed
A	75-100(dependent on set up)	Up to 65 chairs, up to 19 tables and 16 folding tables, 1 screen, 1 stationary podium with microphone capability, wireless internet access	County Office Building 5th Street	
B	50	10 tables, 22 chairs, 1 projector, 1 screen, 1 dry erase board, wireless internet access, television	County Office Building 5th Street	Reservations can only be made 30 days in advance
C	50	1 table, 12 chairs, 1 projector, 1 screen, 1 dry erase board, wireless internet access	County Office Building 5th Street	

Please Note:	1) Wireless access is self service through wireless networking. This access is non-broadcasting and provides secure access to internet resources only. The traffic on the connection is monitored and users are subject to criminal prosecution for misuse.	2) The County does not provide meeting room set ups	3) Meetings with 50 or more people during the hours of 8 am to 5 pm or when Board Meetings are scheduled will require offsite parking at both COB McIntire and COB 5th Street	4) No food or drink is allowed in Lane Auditorium	5) All meetings must end by 10:00 pm, unless otherwise noted.
	6) Meeting rooms are not available on Sat or Sun	7) Audio and video equipment- Unavailable	8) Room reservations are logged when application is received. Room payment is due 7 days prior to scheduled meeting.	9) Due to varied scheduled meetings, stated amenities are not guaranteed	10) Room Reservations for non County functions are accepted 6 months in advance maximum