

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 | |

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| 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 |