





# MEETING SPACE CAPACITY CHART

MEETING ROOM SETUPS ARE BASED ON ROOM CAPACITY  
SPECIAL SETUPS REQUIRE A MEETING WITH A COORDINATOR.

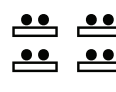
DISCUSSION  
CIRCLE  
SETUP



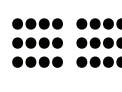
BANQUET  
SETUP



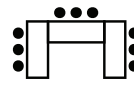
CLASSROOM  
SETUP



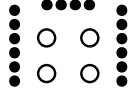
THEATRE  
SETUP



CONFERENCE  
SETUP



RECEPTION  
SETUP



SMART ROOM	MEETING SPACE (Total Sq. Feet)	STANDARD SETUP	DISCUSSION CIRCLE SETUP	BANQUET SETUP	CLASSROOM SETUP	THEATRE SETUP	CONFERENCE SETUP	RECEPTION SETUP
●	192-Fixed Seat Theatre (3523 sq. ft.)	Theatre	n/a	n/a	n/a	192+8	n/a	n/a
●	Alhambra Room (847 sq. ft.)	n/a	30	40	26	54	20	30
	Pasadena Room (586 sq. ft.)	n/a	20	27	16	32	17	25
	Montebello Room (650 sq. ft.)	n/a	20	27	16	32	14	25
	El Monte Room (477 sq. ft.)	Conference	n/a	n/a	n/a	n/a	12	n/a
●	San Gabriel Room (845 sq. ft.)	n/a	30	40	26	54	20	30
●	Board Room North (647 sq. ft.)	Conference	n/a	n/a	n/a	n/a	20	n/a
	Board Room South (584 sq. ft.)	n/a	20	24	20	32	12	32
●	Board Room North/South (1231 sq. ft.)	Conference/n/a	n/a	n/a	n/a	32	20	n/a
●	Los Angeles Room A (1129 sq. ft.)	n/a	30	50	30	70	20	44
●	Los Angeles Room B (1075 sq. ft.)	n/a	30	50	30	70	20	44
●	Los Angeles Room C (1003 sq. ft.)	n/a	30	50	30	70	20	44
	Los Angeles Room AB (2204 sq. ft.)	n/a	45	110	60	130	36	54
●	Los Angeles Room BC (2078 sq. ft.)	n/a	45	110	60	130	36	54
●	Los Angeles Room ABC (3207 sq. ft.)	n/a	60	170	90	200	54	64

## Reservation Agreement

\_\_\_\_\_ I understand initialing this agreement gives me the responsibility to pass this information to either the main contact or the event contact of this event.

Name: \_\_\_\_\_

\_\_\_\_\_ I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an **automatic cancellation**.

\_\_\_\_\_ I understand **ALL** events must be finalized **NO** later than 2 business days prior to the event date.

\_\_\_\_\_ I understand if no update on reservation request is received 3 business days after submitting Request Form, it is the sponsor/department/club/organization's responsibility to follow up with our office.

\_\_\_\_\_ I understand I, or my event contact, will need to present an ID in order to check-in the day of the event, and **ONLY** I or my event contact can sign and/or make changes to the reservation.

\_\_\_\_\_ I understand my reservation must be canceled **2 business days** prior to the event date, or it will be considered a No-Show.

\_\_\_\_\_ I understand that submitting requests less than **10 business days** in advance does not guarantee my paperwork will be processed in time.