



MEETING SPACE CAPACITY CHART

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

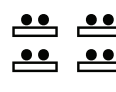
DISCUSSION
CIRCLE
SETUP



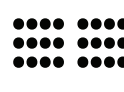
BANQUET
SETUP



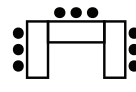
CLASSROOM
SETUP



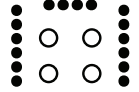
THEATRE
SETUP



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 | 34 | 45 | 26 | 54 | 20 | 36 |
| | Pasadena Room (586 sq. ft.) | n/a | 26 | 27 | 16 | 45 | 17 | 28 |
| | Montebello Room (650 sq. ft.) | n/a | 26 | 27 | 16 | 50 | 14 | 28 |
| ● | San Gabriel Room (845 sq. ft.) | n/a | 34 | 45 | 26 | 65 | 20 | 36 |
| ● | 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.