

Comstock Memorial Union

Room Needs Assessment

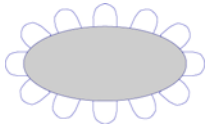
Conference Rooms

These Rooms have a fixed seating arrangement

** All rooms on 2nd floor of the CMU are equipped with Wireless Internet Access available to all users who have an MNstate.edu email account.

Room 204

Oval Table



Capacities

10 – At Table
12 – With Side Chairs

Features

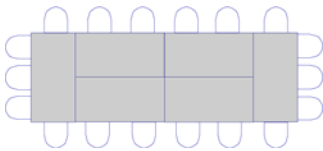
Coat Rack
Network Line
Phone Port
Marker Board
Small Catering Table

Equipment Needed?

- Extension Cord
- Internet
- Phone
- Data Projector

Room 207

Open Square



Capacities

20 – At Table
27 – With Side Chairs

Features

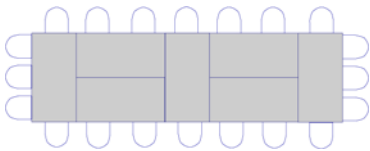
Chalkboard
Network Line
Phone Port
Projection Screen
(no projector)
Catering Table

Equipment Needed?

- Extension Cord
- Internet
- Phone
- Speakerphone
- Data Projector
- Overhead Projector
- _____
- _____

Room 208

Open Square



Capacities

20 – At Table
30 – With Side Chairs

Features

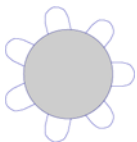
Network Line
Phone Port
Projection Screen
(no projector)
Marker Board
Catering Table

Equipment Needed?

- Extension Cord
- Internet
- Phone
- Speakerphone
- Data Projector
- Overhead Projector
- _____
- _____

Room 212

Circular Table



Capacities

7 – At Table
11 – With Side Chairs

Features

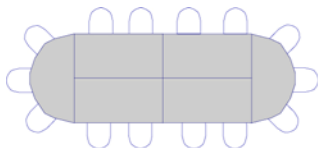
Network Line
Phone Port
Marker Board
Small Catering Table

Equipment Needed?

- Extension Cord
- Internet
- Phone

Room 214

Oval Table



Capacities

20 – At Table
24 – With Side Chairs

Features

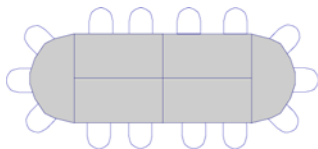
Network Line
Phone Port
Projection Screen
(no projector)
Marker Board
Catering Table

Equipment Needed?

- Extension Cord
- Internet
- Phone
- Speakerphone
- Data Projector
- Overhead Projector
- _____
- _____

Room 216

Oval Table



Capacities

20 – At Table
24 – With Side Chairs

Features

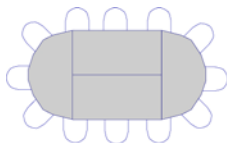
Network Line
Phone Port
Projection Screen
(no projector)
Marker Board
Catering Table

Equipment Needed?

- Extension Cord
- Internet
- Phone
- Speakerphone
- Data Projector
- Overhead Projector
- _____
- _____

Room 218

Oval Table



Capacities

13 – At Table
16 – With Side Chairs

Features

Network Line
Phone Port
Projection Screen
(no projector)
Marker Board
Small Catering Table

Equipment Needed?

- Extension Cord
- Internet
- Phone
- Speakerphone
- Data Projector
- Overhead Projector
- _____
- _____

CMU Equipment

Equipment to be scheduled by the Administrative Assistants

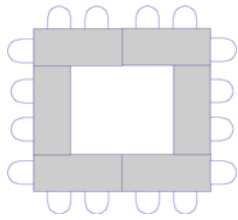
CD / Cassette Player	Lectern (free standing)
Dry Erase Board / Chalkboard	Lectern (tabletop)
Easel	Piano (electric)
Extension Cord	Slide Projector
Flipchart*	TV/VCR/DVD cart

* There is a \$15.00 charge for use of a flipchart except for student organizations.

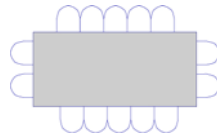
Equipment to be scheduled only by Event Services Office

220 Volt Electric Panel	Music Stand
Coat Rack	Piano (Player Grand)
Data Projector	President's Podium
Elevated Staging	Screen (Portable)
Flag – American / Minnesota	Portable sound system (Fender)
International Flag	Spotlight (follow)
MSUM Dragon Press Banners	Telephone Access

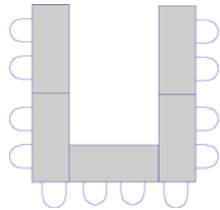
Multipurpose Room Seating Arrangements



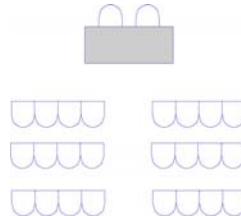
Open Square
Provides note taking space.
Ideal for workshop discussions.



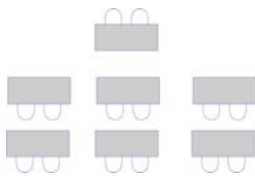
Conference
Provides note taking space.
Allows participant interaction.



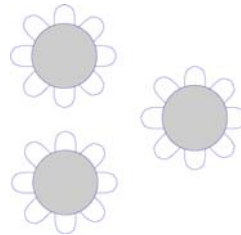
U-Shape
Ideal for audio visual presentations.



Row Seating
Provides the maximum seating capacity. Ideal for large groups.



Classroom
Provides note taking space.
Focuses attention to the front of the room.



Banquet
Provides a traditional, comfortable setting for banquets.
Ideal for small group discussion.

CMU Multi-Purpose Room Information

Administrative Assistants may schedule rooms 203, 205 and 227. All others to be scheduled by Event Services. Customer may choose the desired seating arrangement.

The maximum capacities provide space for a lectern / podium and 1-6' table for presenter. Any Additional facility / audio-visual needs will decrease the capacity of the room.

Ballroom

Capacities (one section)

- 80 - Banquet
- 32- Classroom
- 40 - Open Square
- 120 - Row Seating
- 50 - U-Shape (chairs in & out)
- 35 - U-Shape (chairs out)
- 30 - Large Oval

Capacities (all sections)

- 550 - Banquet
- 200 - Classroom
- 800 - Row Seating
- 800 - Theater Seating

Features

- Network Line
- Phone Port
- Projection Screen
- House Sound System
- Satellite / Teleconferencing
- Cable TV

Equipment Needed?

- Extension Cord
- Internet
- Phone
- Media Bundle Cords
- Media Cart
- Podium
- Lectern
- Overhead Projector

CMU Multi-Purpose Room Information

Administrative Assistants may schedule rooms 203, 205 and 227. All other rooms to be scheduled by Event Services. Customer may choose the desired seating arrangement.

Room 203

Capacities	Features	Equipment Needed?
40 – Banquet	Coat Closet	<input type="checkbox"/> Extension Cord
18 – Classroom	Network Line	<input type="checkbox"/> Internet
25 - Open Square	Phone Port	<input type="checkbox"/> Phone
50 - Row Seating (facing marker board)	Projection Screen w/projector	<input type="checkbox"/> Media Bundle Cords
50 - Row Seating (facing screen)	Small Serving Counter	<input type="checkbox"/> Media Cart
20 - U-Shape (chars out)	TV/VCR/DVD – built in	<input type="checkbox"/> Podium
	House Sound System	<input type="checkbox"/> Lectern
	Marker Board	<input type="checkbox"/> Overhead Projector

Room 205

Capacities	Features	Equipment Needed?
48 – Banquet	Network Line	<input type="checkbox"/> Extension Cord
24 – Classroom	Phone Port	<input type="checkbox"/> Internet
30 - Open Square	Projection Screen w/projector	<input type="checkbox"/> Phone
75 - Row Seating	TV/VCR/DVD – built in	<input type="checkbox"/> Media Bundle Cords
27 - U-Shape (chars out)	House Sound System	<input type="checkbox"/> Podium
	Marker Board	<input type="checkbox"/> Overhead Projector
	Elevated Platform	

Room 227

Capacities	Features	Equipment Needed?
40 – Banquet	Network Line	<input type="checkbox"/> Extension Cord
18 – Classroom	Phone Port	<input type="checkbox"/> Internet
25 - Open Square	Projection Screen w/projector	<input type="checkbox"/> Phone
50 - Row Seating (facing marker board)	Small Serving Counter	<input type="checkbox"/> Media Bundle Cords
50 - Row Seating (facing screen)	TV/VCR/DVD – built in	<input type="checkbox"/> Media Cart
20 - U-Shape (chars out)	House Sound System	<input type="checkbox"/> Podium
	Marker Board	<input type="checkbox"/> Overhead Projector

Room 121

Capacities	Features	Equipment Needed?
28 – Banquet	Coat Rack	<input type="checkbox"/> Extension Cord
12 – Classroom	Network Line	<input type="checkbox"/> Internet
20 - Open Square	Phone Port	<input type="checkbox"/> Phone
40 - Row Seating		<input type="checkbox"/> Projection Screen
30 - U-Shape (chairs in & out)		<input type="checkbox"/> Media Cart
18 - U-Shape (chars out)		<input type="checkbox"/> Podium
18 – Large Oval		

Room 101

Capacities	Features	Equipment Needed?
80 – Banquet	Coat Rack	<input type="checkbox"/> Extension Cord
30 – Classroom	Network Line	<input type="checkbox"/> Internet
40 - Open Square	Phone Port	<input type="checkbox"/> Phone
100 - Row Seating	Projection Screen w/projector	<input type="checkbox"/> Media Bundle Cords
50 - U-Shape (chairs in & out)	TV/VCR/DVD – built in	<input type="checkbox"/> Media Cart
30 - U-Shape (chars out)	House Sound System	<input type="checkbox"/> Podium
30 – Large Oval	Satellite / Teleconferencing	<input type="checkbox"/> Lectern
	Cable TV	<input type="checkbox"/> Overhead Projector