



# City and County of Broomfield Broomfield Community Center Room Set-Up Sheet

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM Contact: \_\_\_\_\_

Type of Event: \_\_\_\_\_ # Attending: \_\_\_\_\_

Room: **Circle One**

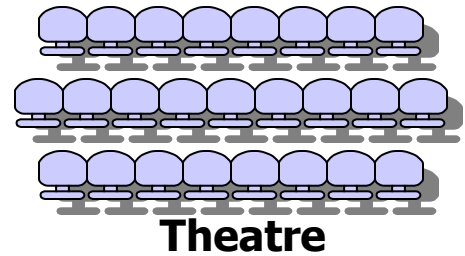
Preschool KIVA Gold 1 Gold 2 Silver 1 Silver 2 Lakeshore 1 2 3

Additional Equipment Requested: **Circle**

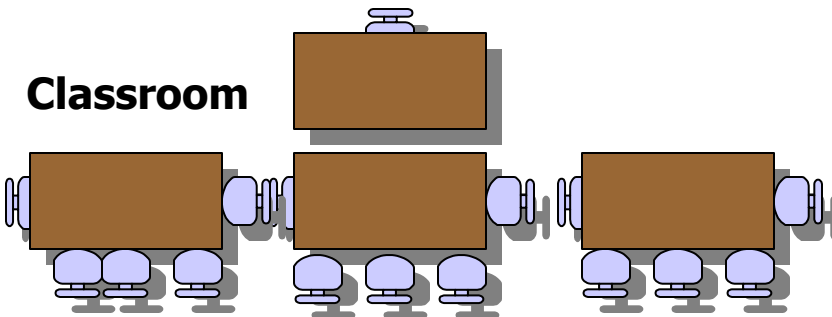
Screen Dry Erase Board TV/VCR/DVD Easel PA/mic Podium/mic

Set-Up: **Circle One**

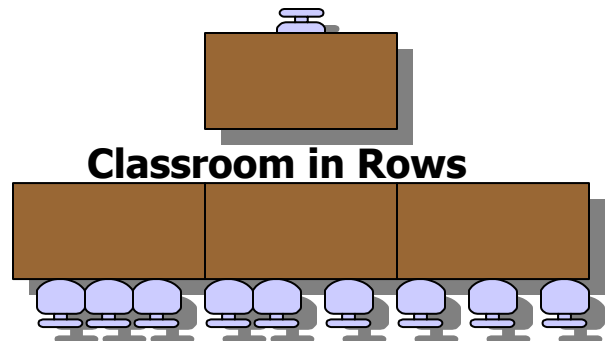
Standard Conference Theatre Classroom Rows Square U  
draw diagram on reverse for Wedding Banquet Special Event Other



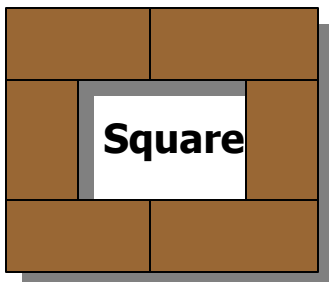
Classroom



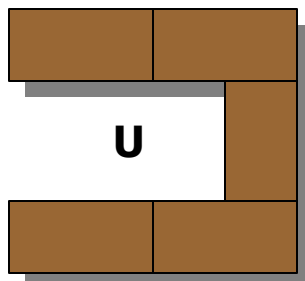
Classroom in Rows



Square



U



Class  
room 7

