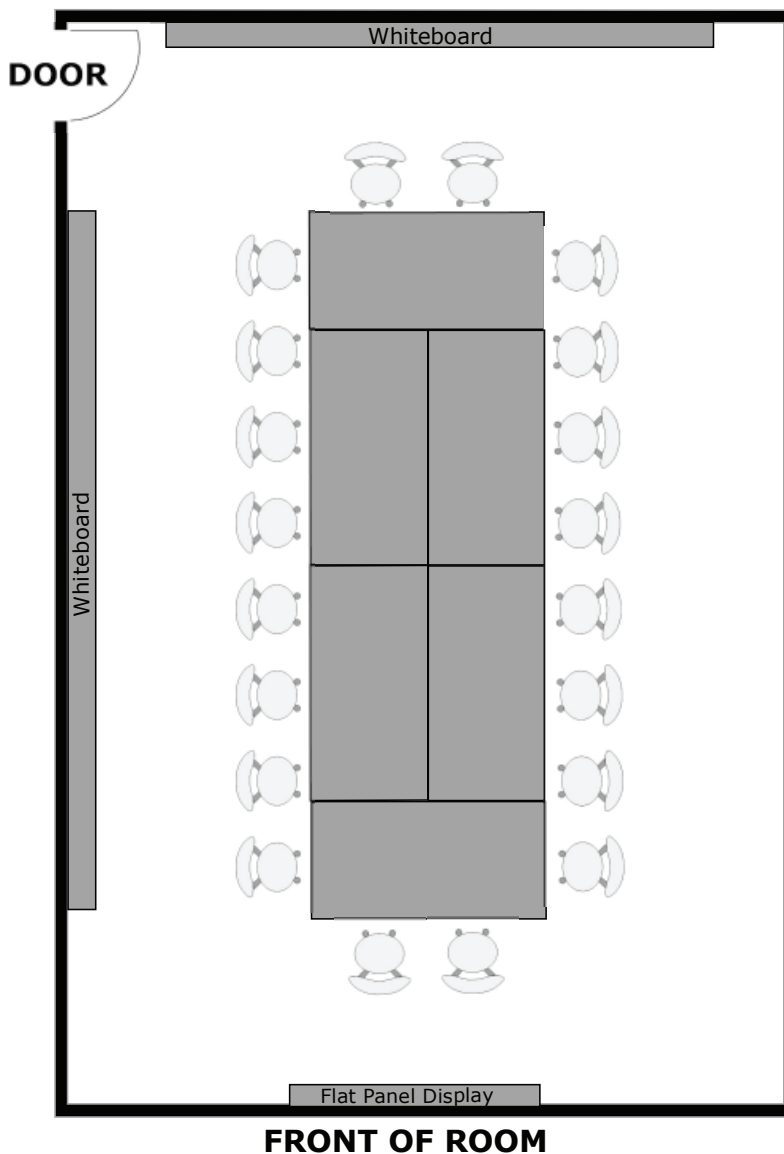# Mendocino Hall 4003 Conference Furniture Layout

Seat Capacity: 20 (20 chairs with tables)

PLEASE RETURN ROOM TO THIS CONFIGURATION AFTER EACH USE

DOOR

Whiteboard

Whiteboard

Flat Panel Display

FRONT OF ROOM

Conference Room Use Expectations: Rooms are provided in "as is" condition, and all users are expected to leave them in good order. Keeping rooms in good order includes chairs and tables straightened, electronic equipment shut off, taking away or disposing of everything one came in with, such as pop/food containers, newspapers, etc. **Under no circumstances is furniture or other property to be removed from the room.** Users shall take extra care that no damage is done to the conference room, furniture, or equipment and that the room is returned to a class-ready condition as shown in the furniture configuration above. To facilitate custodial service access, users must vacate conference rooms no later than 10:00 p.m. each day. Questions? Contact Space Management, (916) 278-6507, spacemgt@csus.edu, csus.edu/aba/space.