

## South Penn Campus Room Information Guide

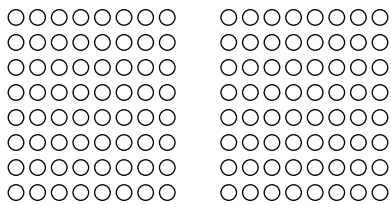
- All equipment requests must be made five (5) working days in advance.
- Cancellations must be made five (5) working days in advance.

Room	Approx. Size	Set-up Options with Capacity	Rate
Conference Center — All Sections	6,336 SF 66'x96'	Theater - 450 Classroom - 270 Banquet - 288-350	\$1,200
Conference Center Section A,B,D, or E	1,040 SF 33'x33'	Theater - 60 Classroom - 40 Banquet - 48 U-shape - 14 Pods - 28	\$300
1/3 of Conference Center (Section AB, C, or DE)	2,178 SF 66'x33'	Theater - 190 Classroom- 100 Banquet - 96 U-shape - 60	\$600
2/3 of Conference Center (Sections ABC or CDE)	4,356 SF 66' x 66'	Theater - 310 Classroom - 200 Banquet - 224	\$900
Rotunda	1591 SF 43'x37'	Catering/ Vendor Tables	N/A

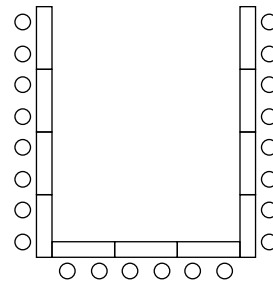
**Please note:** Moore Norman Technology Center offers facilities for events as an additional service to the community. Its primary function is that of a technology training center, and is bound by all state laws and regulations governing public school districts. Amenities, staffing, and services may not be the same as traditional conferencing facilities. Conference rooms are used for ongoing training efforts on a regular basis during days and evenings. Contact the event specialist for more details.

## Seating and Set-Up Options

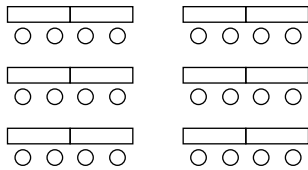
**Theater Style Seating**  
(Chairs only for *maximum* capacity)



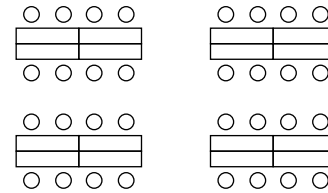
**U-Shape Seating**  
(*Minimum* capacity)



**Classroom Style Seating**  
(Tables & chairs facing speaker)



**Pod Seating**  
(Tables & chairs facing each other)



**Banquet Style Seating**  
(Round tables with six chairs)

