



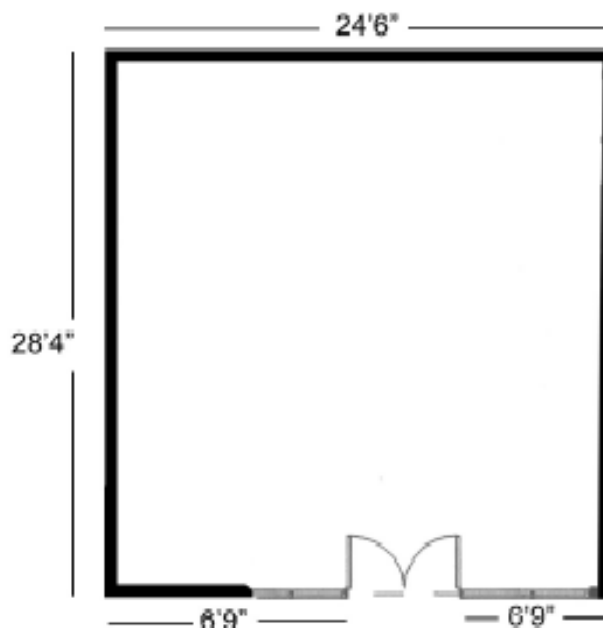
BEN FRANKLIN PLACE



Room 1A Floor Plan

Date(s):	No. of People Attending:
Start Time:	End Time:
Contact Name and Company:	
Contact Telephone:	
Type of Event (check one): Meeting _____ Training _____ Seminar _____ Other(Specify) _____	
Name of Event:	

Please draw the layout of equipment on the floor plan below:



Equipment	Cost	Reserve	Equipment	Cost	Reserve
**TV & VCR	\$64.41		Chairs (40)	Free	
**Overhead Projector	\$18.08		**Podium (1)	Free	
Easel (1)			White Board (1)	Free	
Screen	Free		6 ft. Tables (10)	Free	
Flip Chart Stand (1) No paper/markers provided	Free		5 ft. Tables (1)	Free	
**Lectern (1)	Free		4 ft. tables (1)	Free	
** Equipment is shared between other rental rooms at Ben Franklin Place.					