<table>
<thead>
<tr>
<th>Locations</th>
<th>Social Distance Layout</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Candle House 104/105</td>
<td>14 at tables + Speaker</td>
<td>Lillie 100a</td>
<td>2 at table</td>
</tr>
<tr>
<td>Loeb G70</td>
<td>23 at tables + Speaker</td>
<td>Lillie 103</td>
<td>6 at tables and 2 along wall + Speaker</td>
</tr>
<tr>
<td>Loeb 263 &amp; 374</td>
<td>8 at tables + Speaker</td>
<td>Lillie Auditorium</td>
<td>84 + Speaker</td>
</tr>
<tr>
<td>MRC 210</td>
<td>7 at tables + Speaker</td>
<td>Starr 209</td>
<td>11 at tables + Speaker</td>
</tr>
<tr>
<td>MRC 310</td>
<td>6 at table</td>
<td>Starr 222 &amp; 322</td>
<td>6 at table</td>
</tr>
<tr>
<td>Speck Auditorium</td>
<td>20 + Speaker</td>
<td>Private Dining Room</td>
<td>12 at tables + Speaker</td>
</tr>
<tr>
<td>Meigs Room – Theater Set Up</td>
<td>25 chairs + Speaker</td>
<td>Meigs Room - Classroom Set Up</td>
<td>15 at tables + Speaker</td>
</tr>
</tbody>
</table>

- Capacity signage located at entrance to room
- Capacities adjusted to match current state social distancing regulations
- Cleaning supplies, of hand sanitizer and cleaning wipes, within each space
- Regular cleaning scheduled between events and logged within room
- Rooms closed when not in use to deter squatters
- Scheduled blocks between bookings to allow for cleaning
- Bookings made through meetingspace@mbl.edu
Candle House
104/105—

Social Distancing

4 Rows of 3 Tables.
1 Row of 2 Tables.
1 Chair at each Table
6 Feet between each chair

14 Total Chairs at Tables.
Plus Instructor. No Additional Room.
Max Capacity—15
Loeb G70—
Social Distancing

4 Rows of 5 Tables and
1 Row of 3 Tables with
1 Chair at each. 6 Feet
between each chair

23 Total Chairs— Plus
Speaker—24 Capacity
No Additional Room
Loeb 263/374—

Social Distancing

2 Rows of 3 Tables and 1 row with 2 tables with 1 Chair at each. 6 Feet between each chair

With Podium

Additional Room

— 9 Max Capacity
Lillie 103 —
Social Distancing

Conference/Board Room Style -
6 Tables with 1 Chair at each. 6 Feet between chairs. 3 Additional Chairs along window wall. Total—9
Lillie 103 —
Social Distancing
Classroom/Theater Style
8 Tables with 1 chair at each. 6 Feet between chairs. Able to fit 9 chairs total.
Lillie 103 —
Social Distancing

U-Shaped
7 Tables with 1 chair at each. 6 Feet between chairs.

Space at front for instructor or additional table/chair for Box shape.
Lillie Auditorium  —

Social Distancing  —

6 Feet between arm rests and 6 feet between chair back to seat front (So leg space overlap) This comes out to 3 seats by 1 row between attendees.

84 Capacity.
Speck Auditorium —

Social Distancing —

6 Feet between arm rests and 6 feet between chair back to seat front (So leg space overlap) This comes out to 3 seats by 1 row between attendees.

20 Capacity.
Starr 222/322 —
Social Distancing —
Conference/Boardroom Set up.
Table Size 12’x5’
4 Chairs set 6’ apart.
Capacity 4
Starr 222/322 —
Social Distancing —
Highest Capacity Set Up—6 chairs at 6' apart
Starr 209 —

Social Distancing —

Classroom Style—3 Rows of 3 Tables (5’x2’) and 1 Row of 2 Tables

11 Chairs set 6’ apart

Space for Instructor front center of room

Total—12
Starr 209 —
Social Distancing —
U-Shape — 9 Tables (5’x2’)
9 Chairs set 6’ apart
Space for Instructor front center of room
Total—10
MRC 310 —
Social Distancing —
Highest Capacity—6 chairs at 6’ apart. If using table as conference/boardroom—4 chairs.
MRC 210 —

Social Distancing —

Classroom Set-up—3 Rows of 2 Tables and 2 Chairs set 6’ apart

1 Row of 1 Table and 1 Chair plus Instructor

8 Total Capacity.
MRC 210 —
Social Distancing —
Conference/Board Room Set Up—Chairs placed 6’ apart

8 Total Capacity.
Meigs Room —
Social Distancing

5 Rows of 5 Chairs.
6 Feet between each chair

25 Total Chairs —
Plus Presenter—
Room for additional Tables in front of each chair.

Social Gathering—
Max Capacity— 30 in free space

May need to remove Piano to allow for less "dead space:"
Swope Private Dining Room —

Social Distancing - Dining — with 4’ radius between eaters.

8—Six Foot Tables with 1 chair at each. Eight Feet apart. Tables distanced based off of 8 feet distance between chairs. No Additional Room for Bar or Serving Table
Swope Private Dining Room —
Social Distancing - Dining —

6—Six Foot Rounds with 2 Chairs at each. Six Feet apart. Tables distanced based off of 6 feet distance between chairs. No Additional Room for Bar or Serving Table