

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

- 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@mbi.edu](mailto:meetingspace@mbi.edu)

**Candle House  
104/105—**

Social Distancing

4 Rows of 3 Tables.

1 Row of 2 Tables.

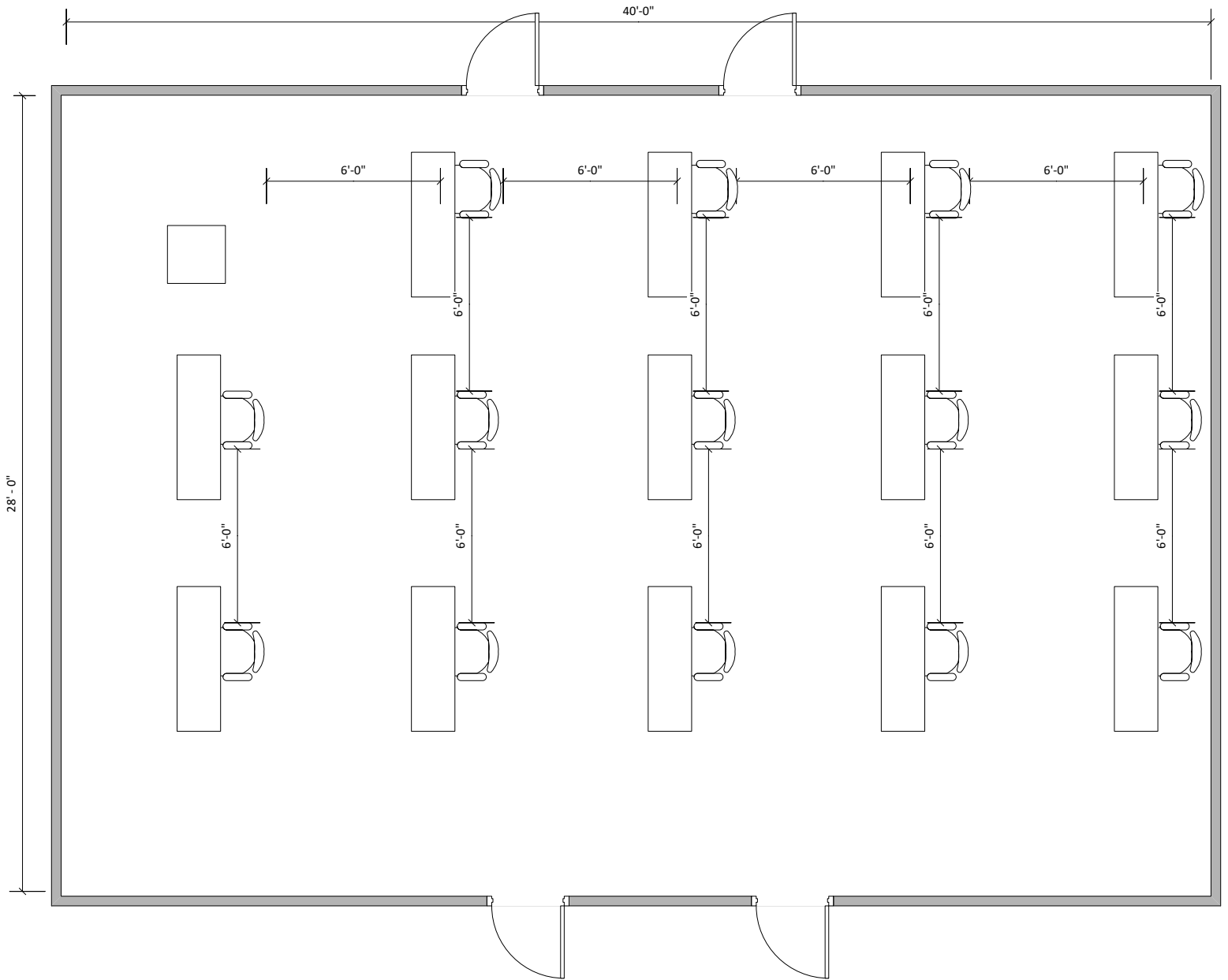
1 Chair at each Table

6 Feet between  
each chair

14 Total Chairs at  
Tables.

Plus Instructor. No  
Additional Room.

Max Capacity—15



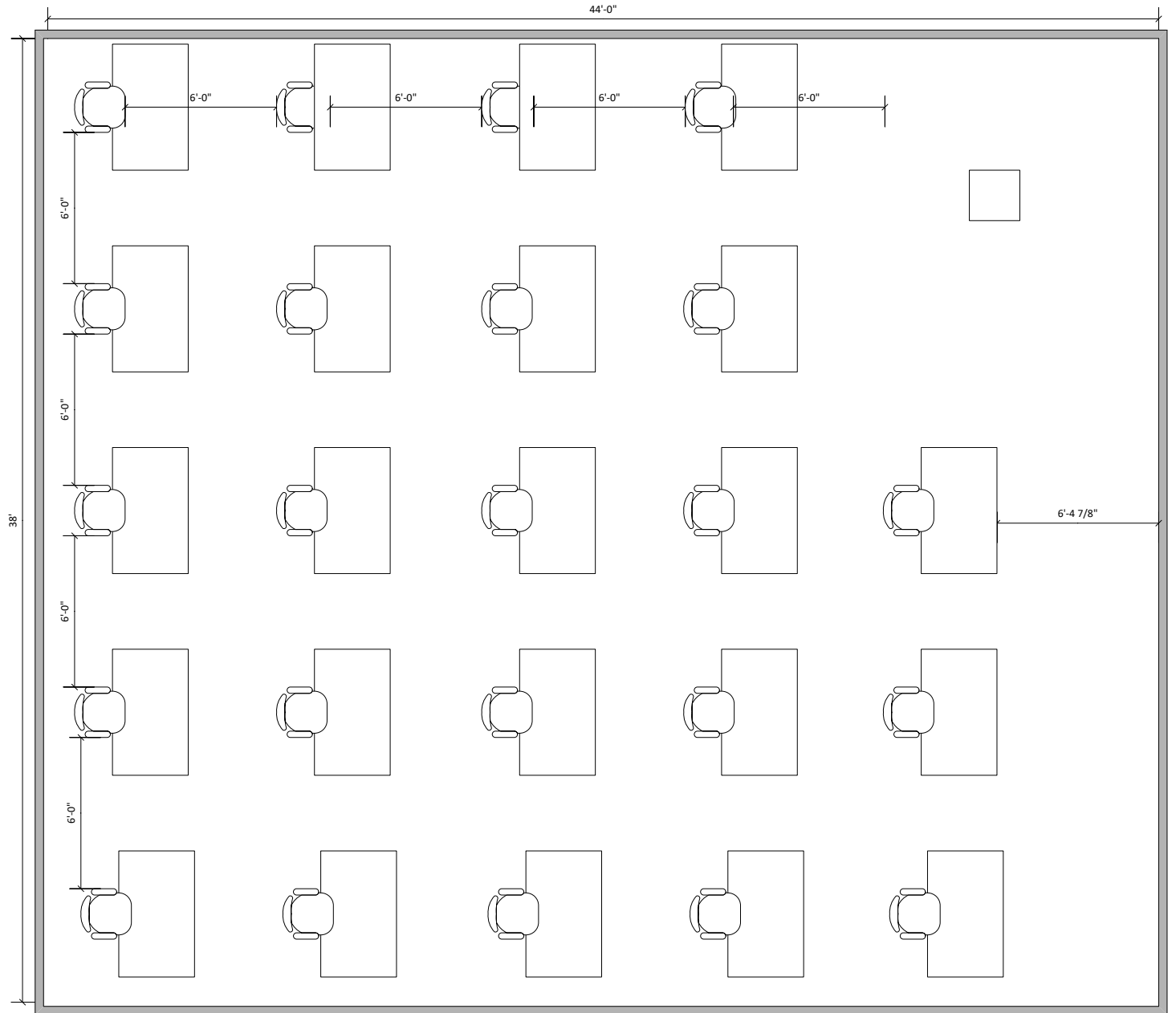
# Loeb G70—

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—

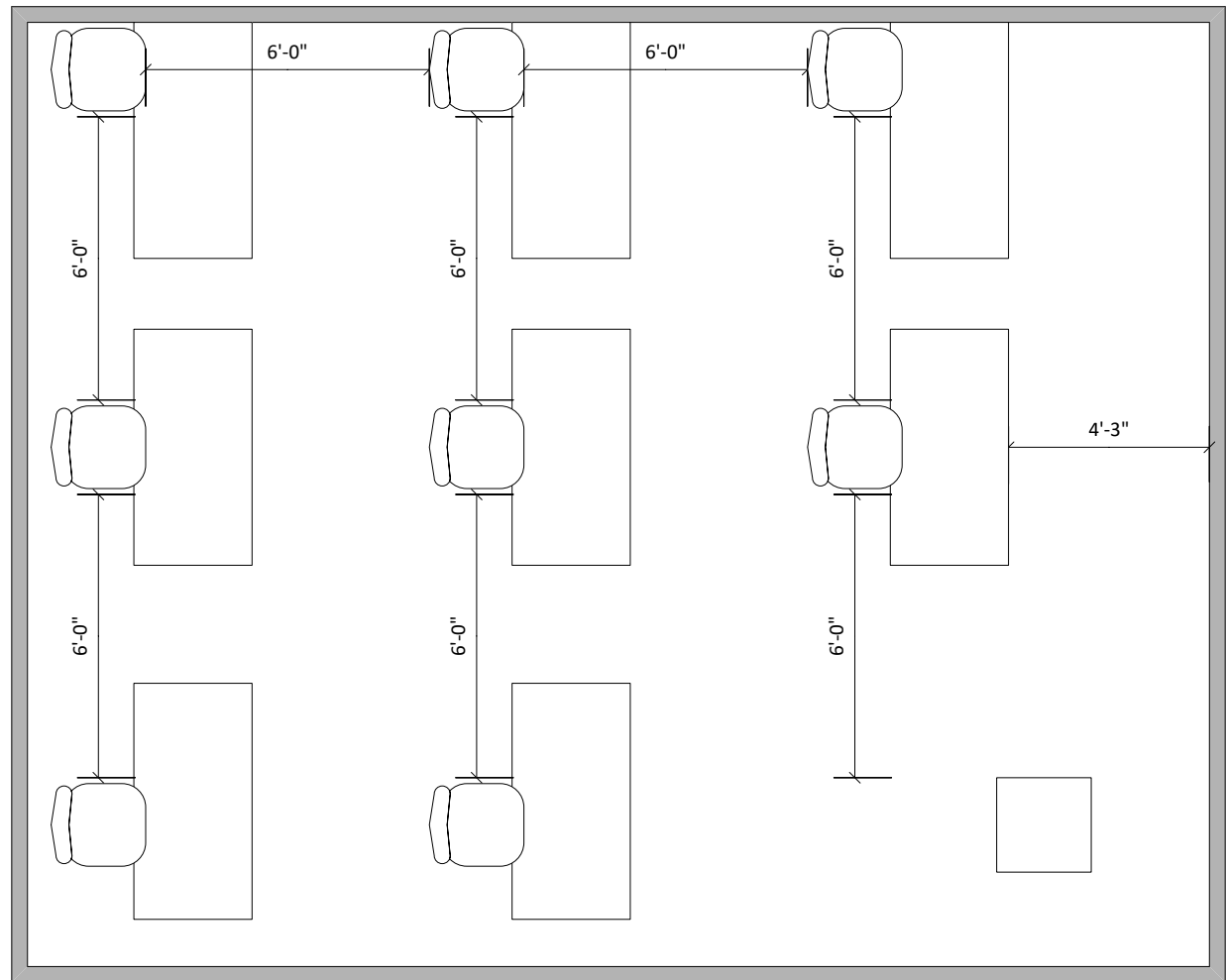
Social Distancing

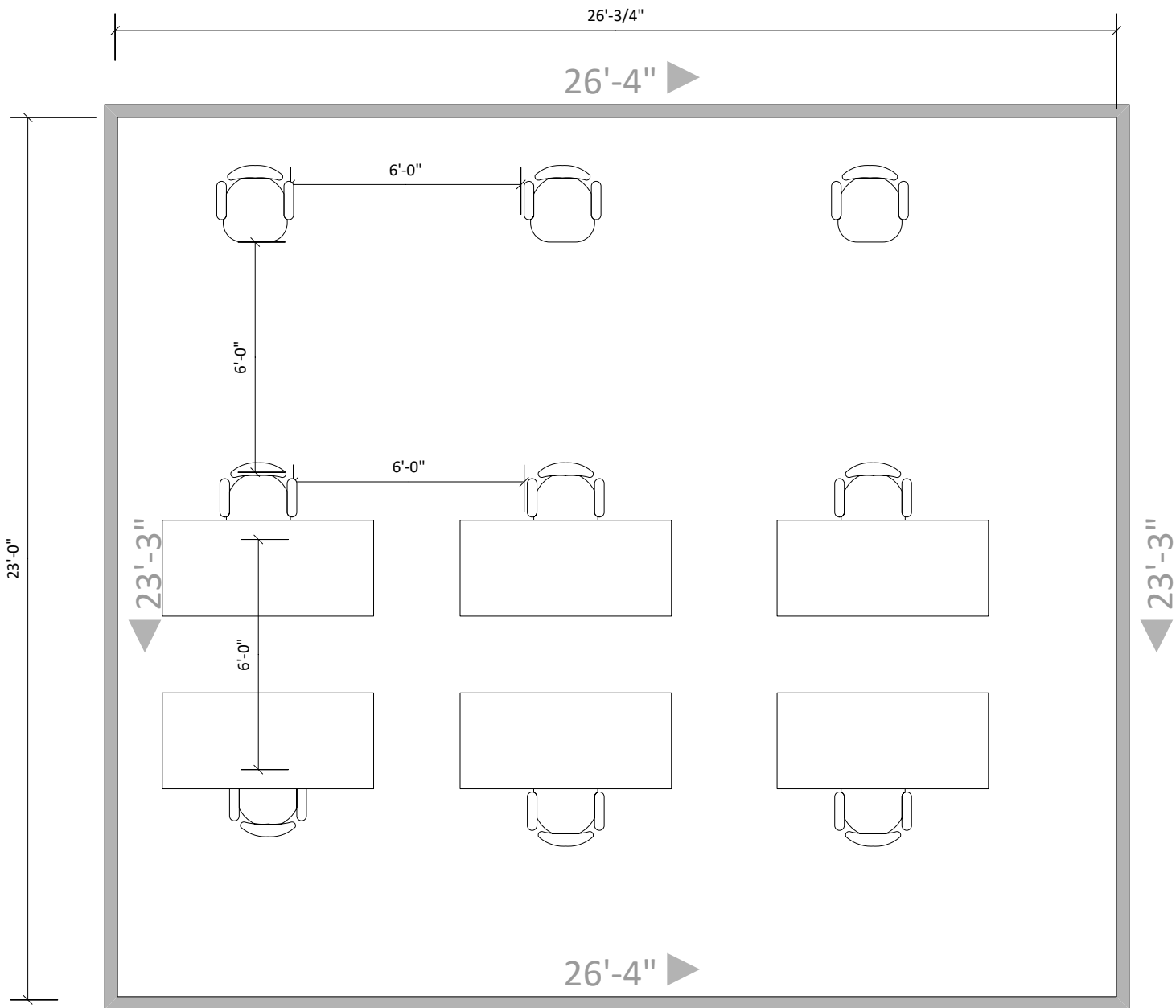
2 Rows of 3 Tables and 1 row  
with 2 tables with 1 Chair at  
each. 6 Feet between each  
chair

With Podium

Additional Room

— 9 Max Capacity

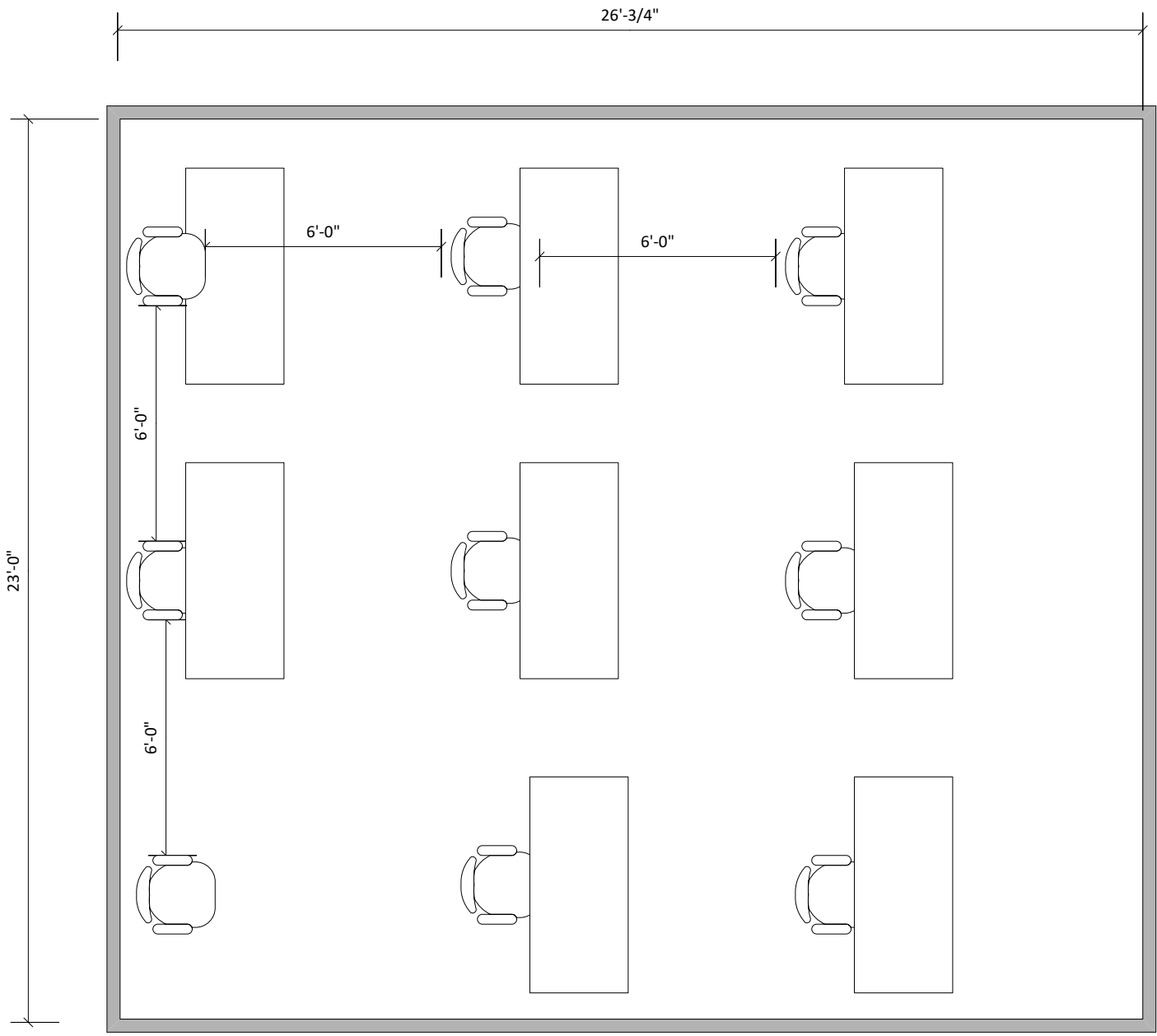




**Lillie 103 —**  
Social Distancing

Conference/Board  
Room Style -

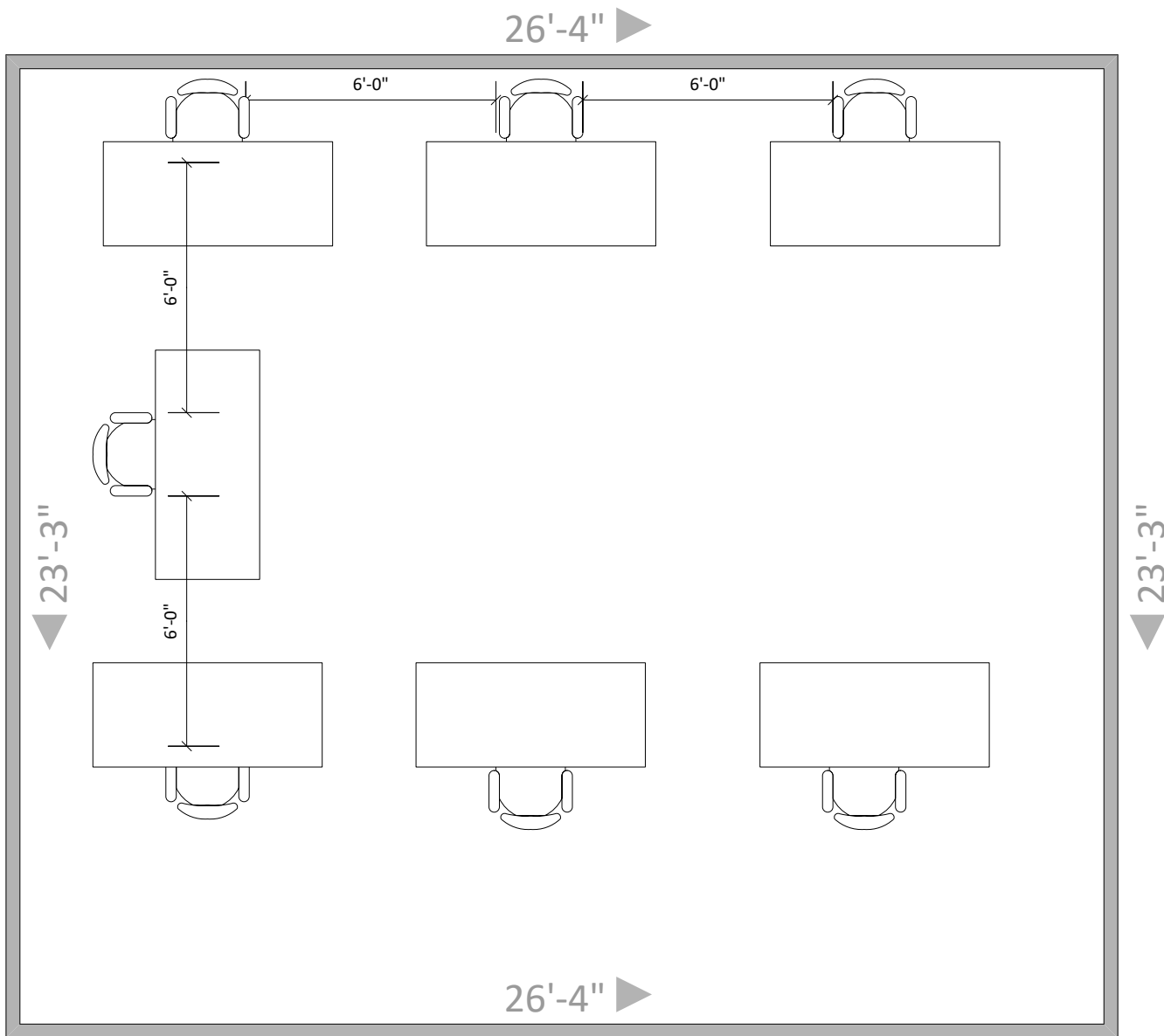
6 Tables with 1 Chair at  
each. 6 Feet between  
chairs. 3 Additional  
Chairs along window  
wall. Total—9



**Lillie 103 —**  
Social Distancing

Classroom/Theater  
Style

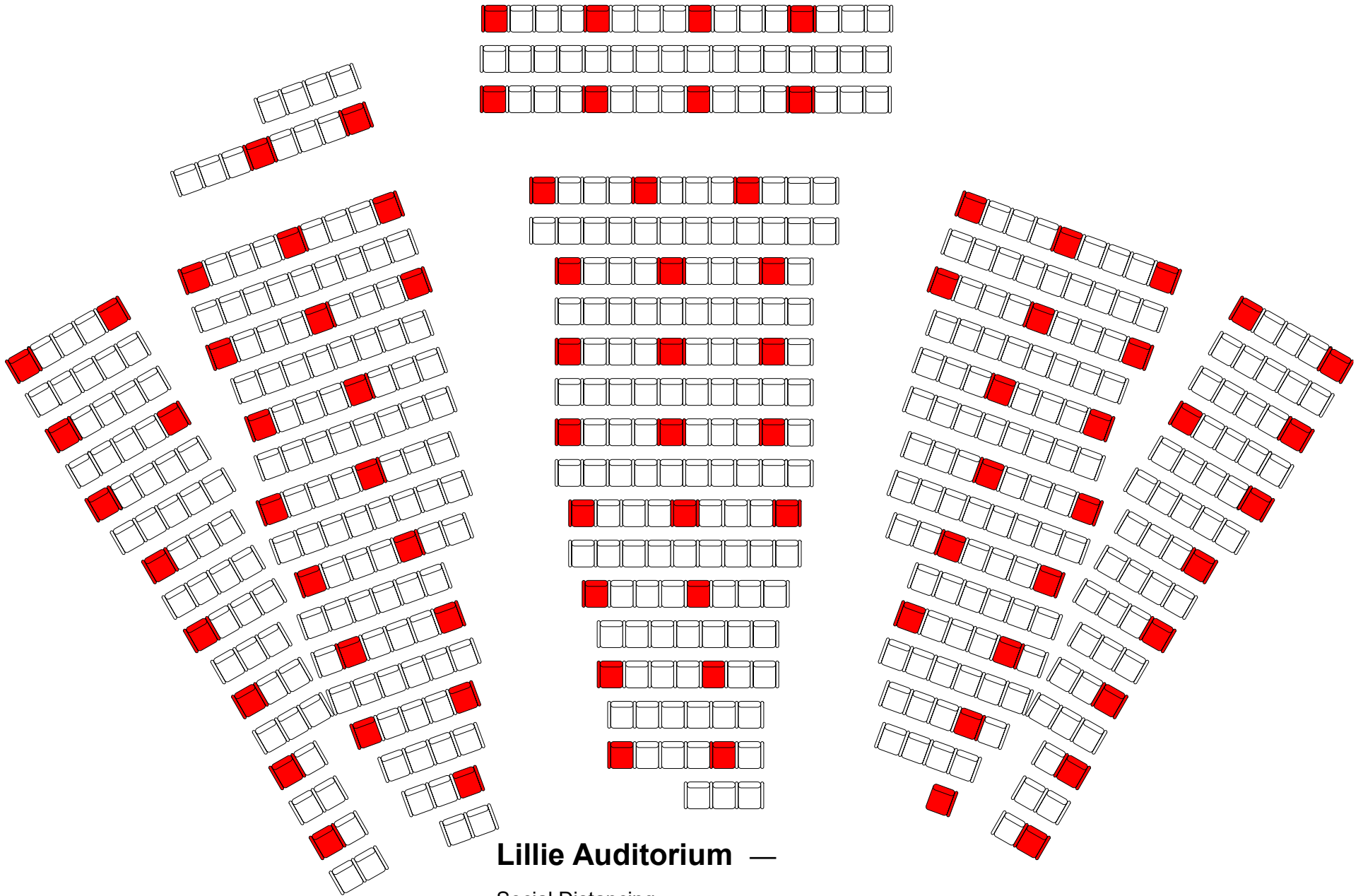
8 Tables with 1 chair at  
each. 6 Feet between  
chairs. Able to fit 9  
chairs total.



**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.



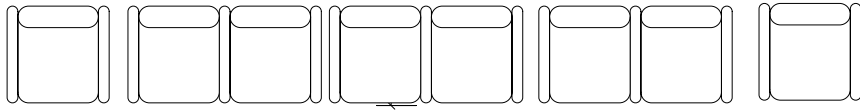
## Lillie Auditorium —

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.



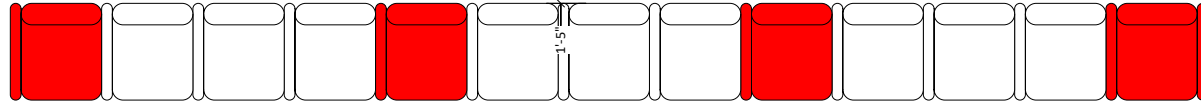
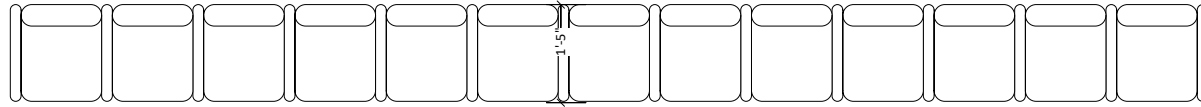
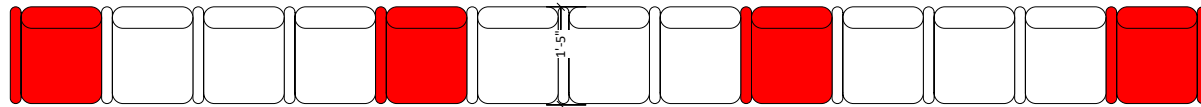
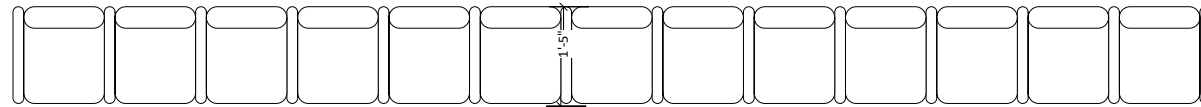
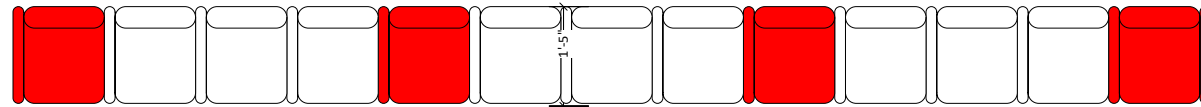
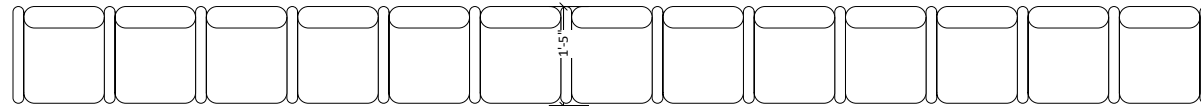
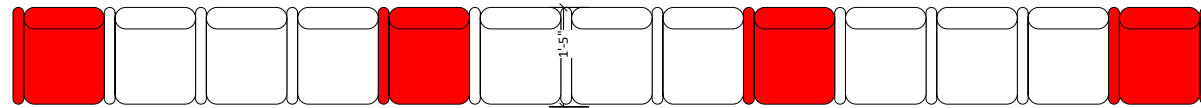
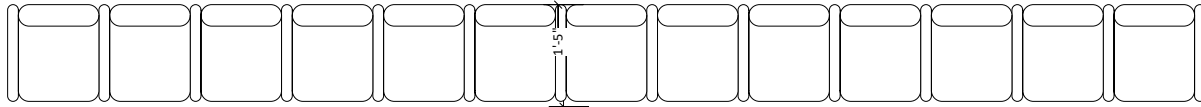
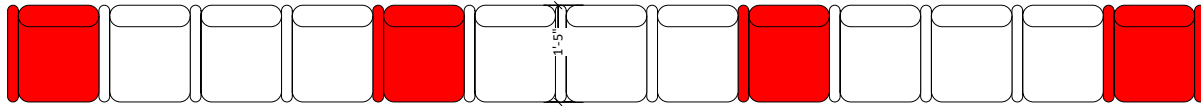


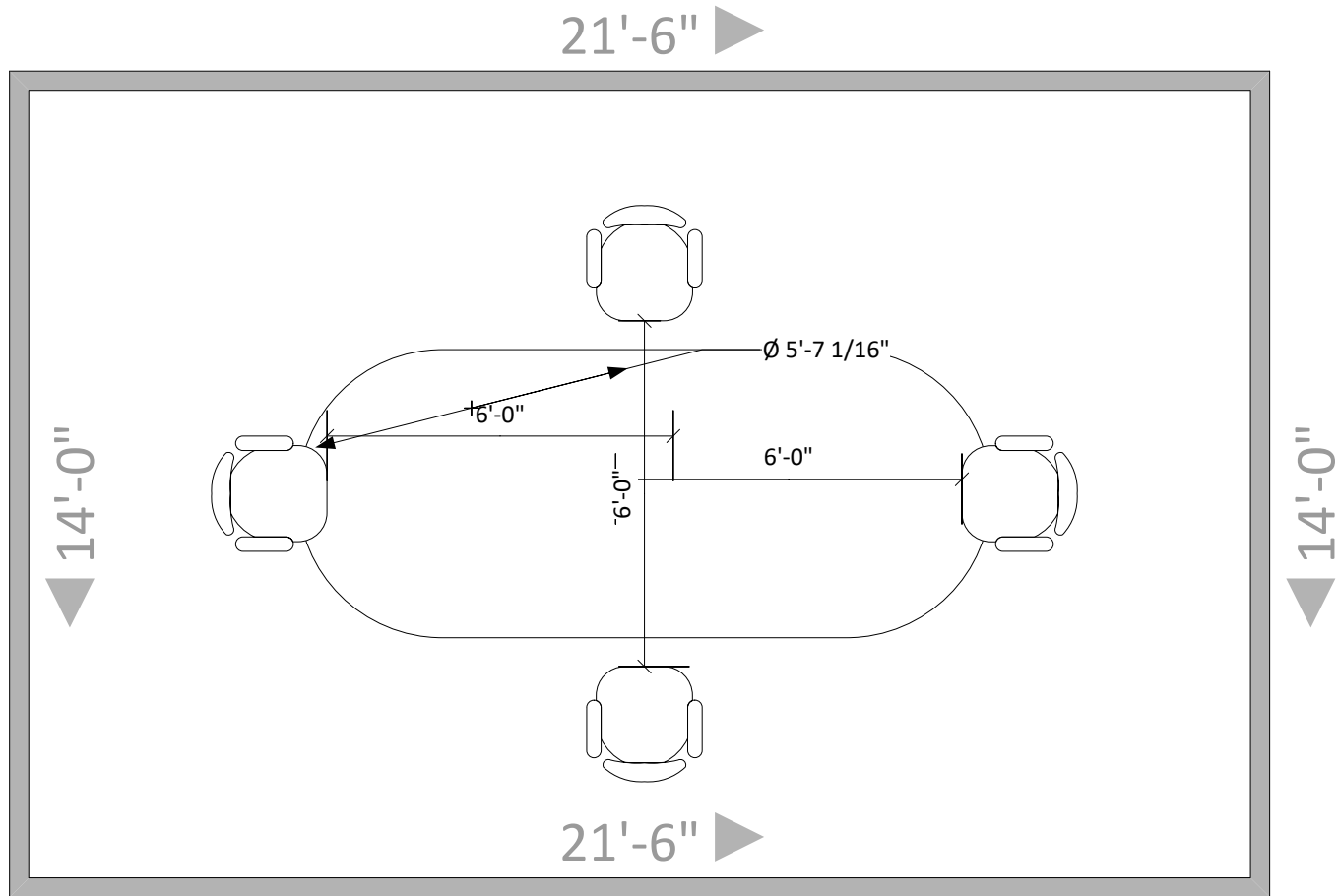
## Speck Auditorium —

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 —

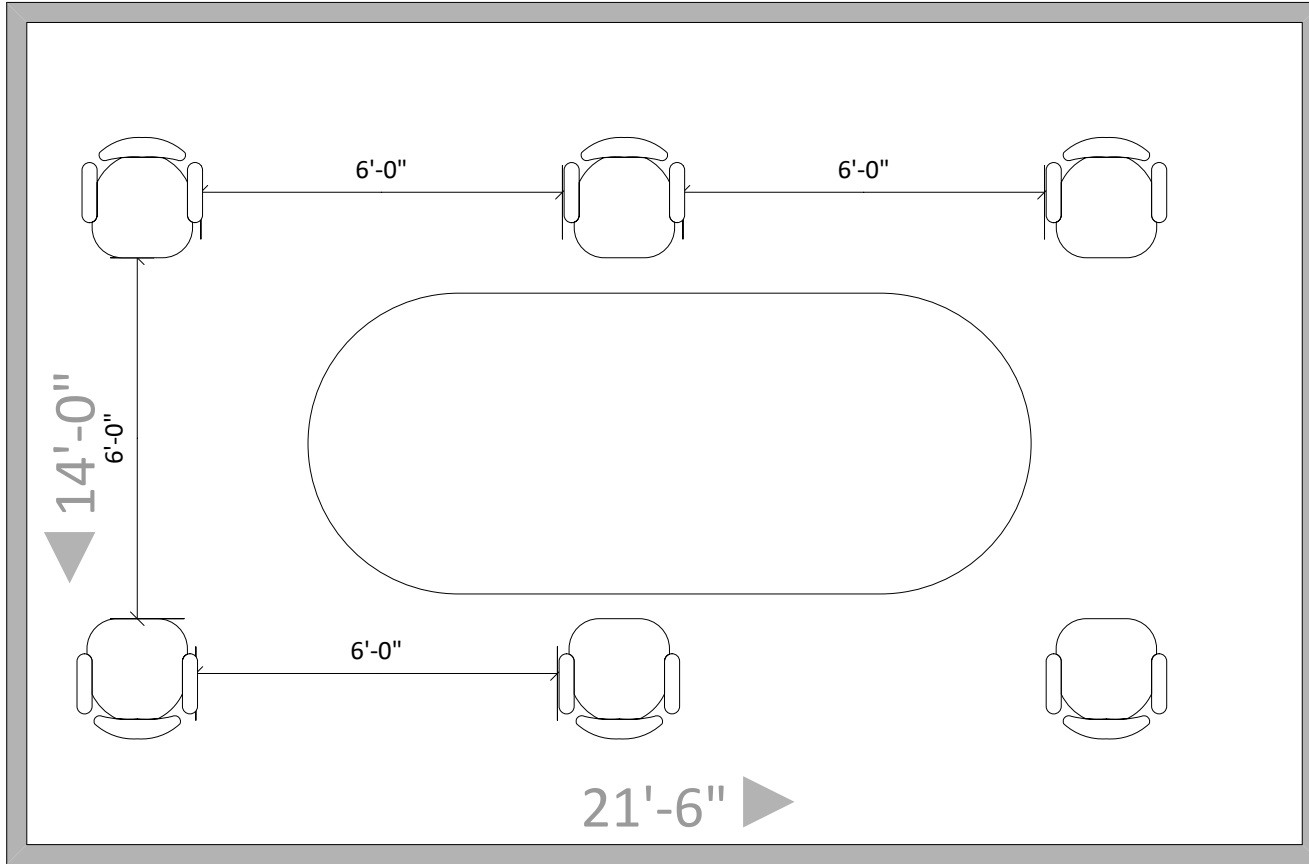
Conference/Boardroom Set up.

Table Size 12'x5'

4 Chairs set 6' apart.

Capacity 4

21'-6" ►



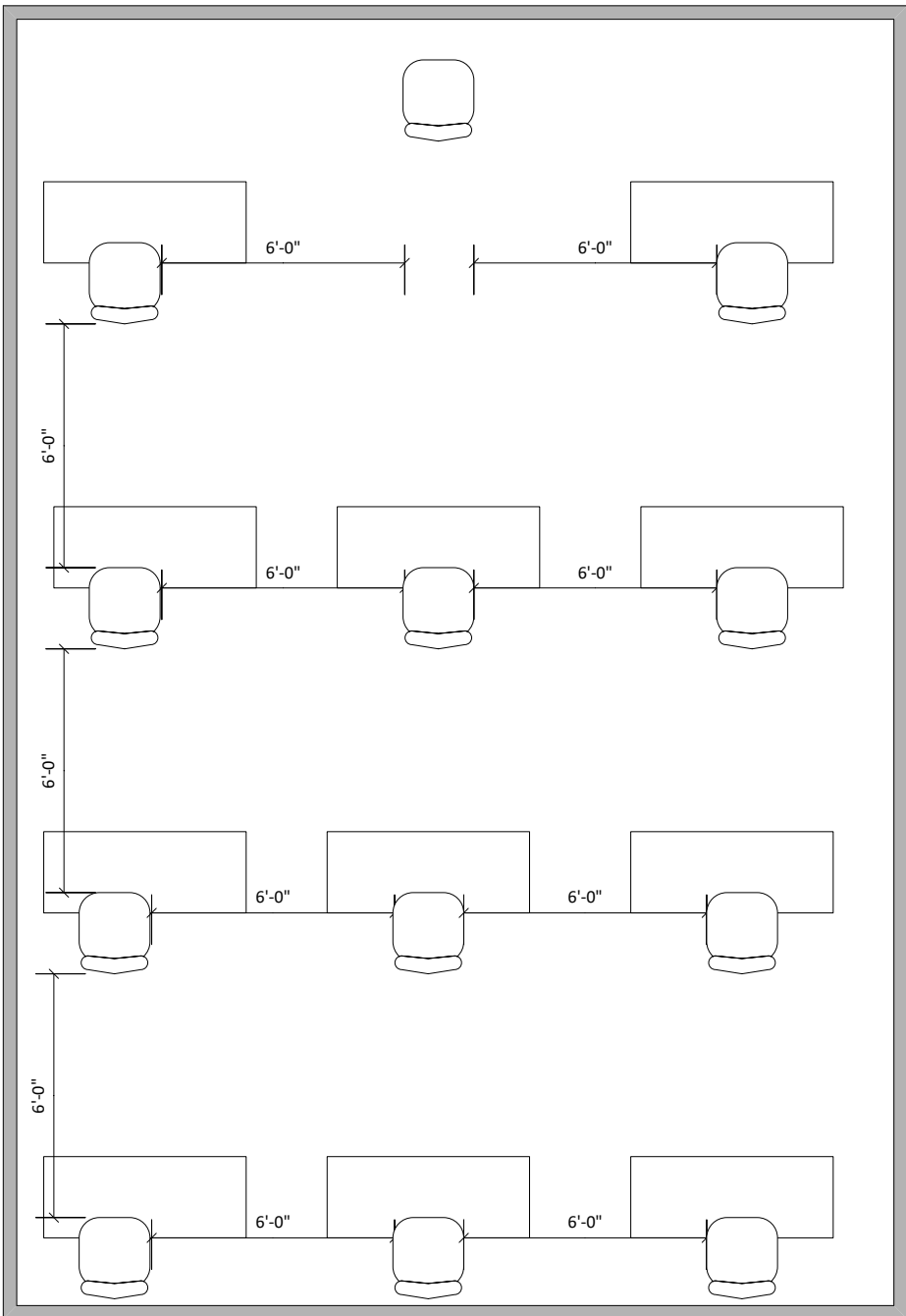
**Starr 222/322 —**

Social Distancing —

Highest Capacity Set Up—6  
chairs at 6' apart

▼ 14'-0"

► 21'-6"



**Starr 209 —**

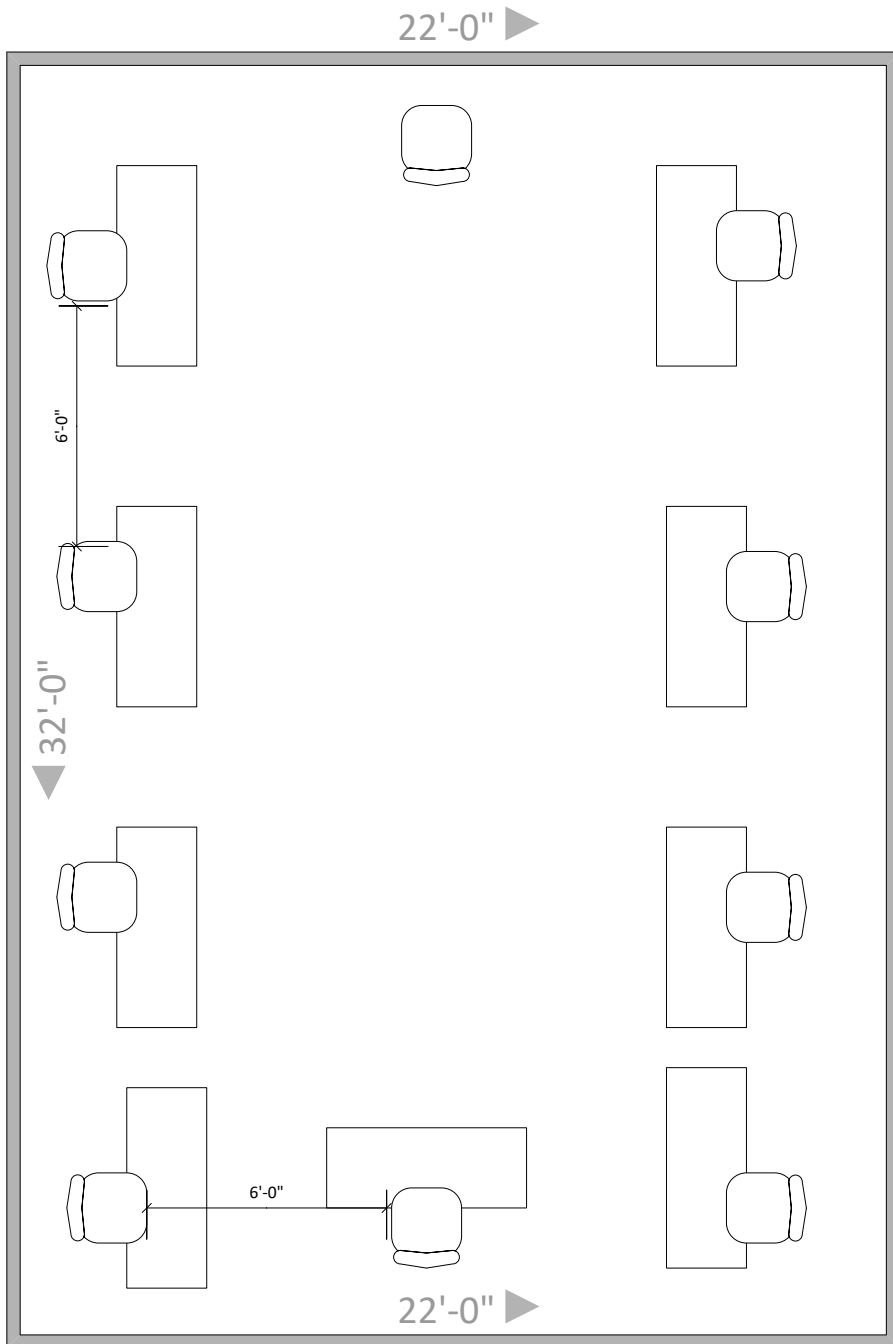
Social Distancing —

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** —

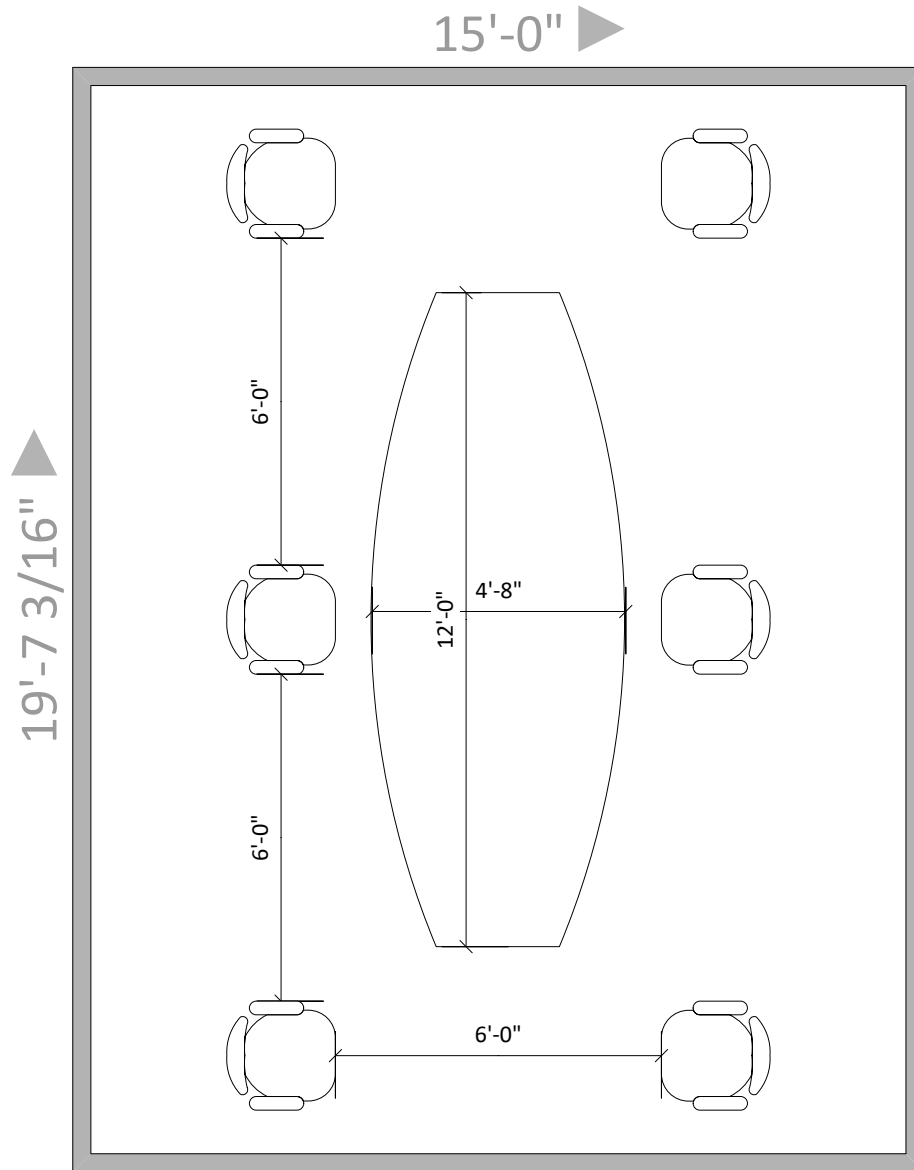
Social Distancing —

U-Shape —9 Tables (5'x2')

9 Chairs set 6' apart

Space for Instructor front center of room

Total—10

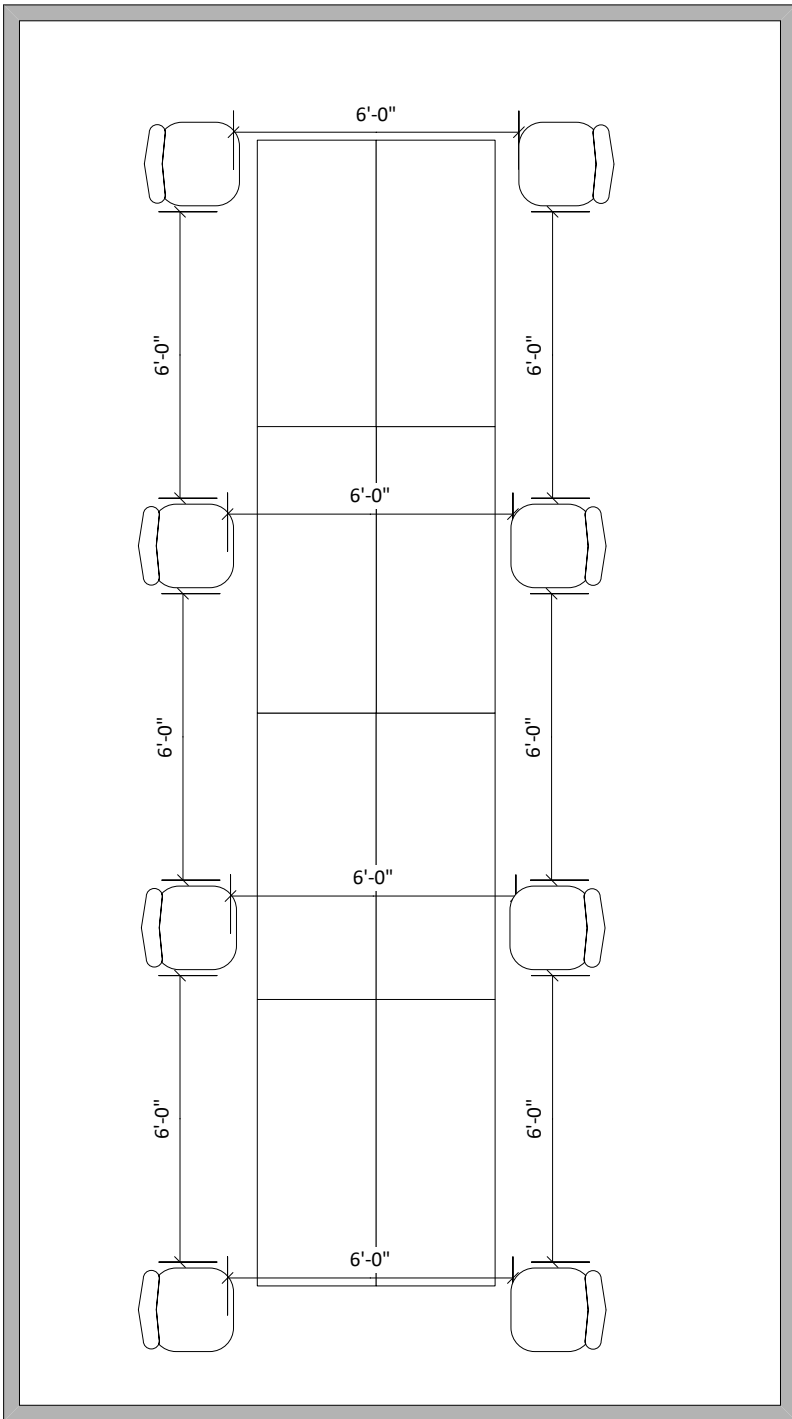


**MRC 310 —**

Social Distancing —

Highest Capacity—6 chairs at 6' apart. If using table as conference/boardroom—4 chairs.





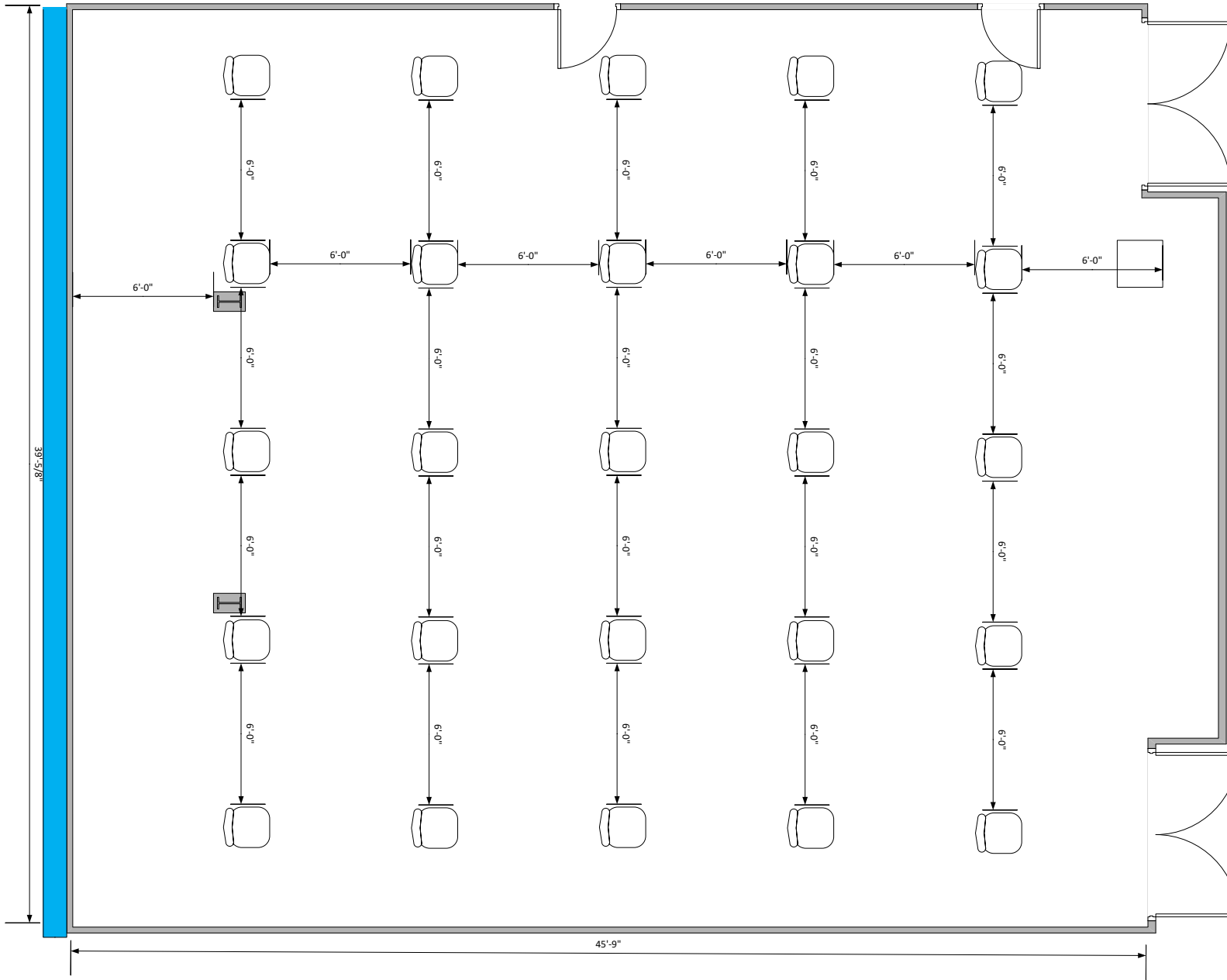
## MRC 210 —

Social Distancing —

Conference/Board Room Set  
Up— Chairs placed 6' apart

8 Total Capacity.





**Meigs Room —**

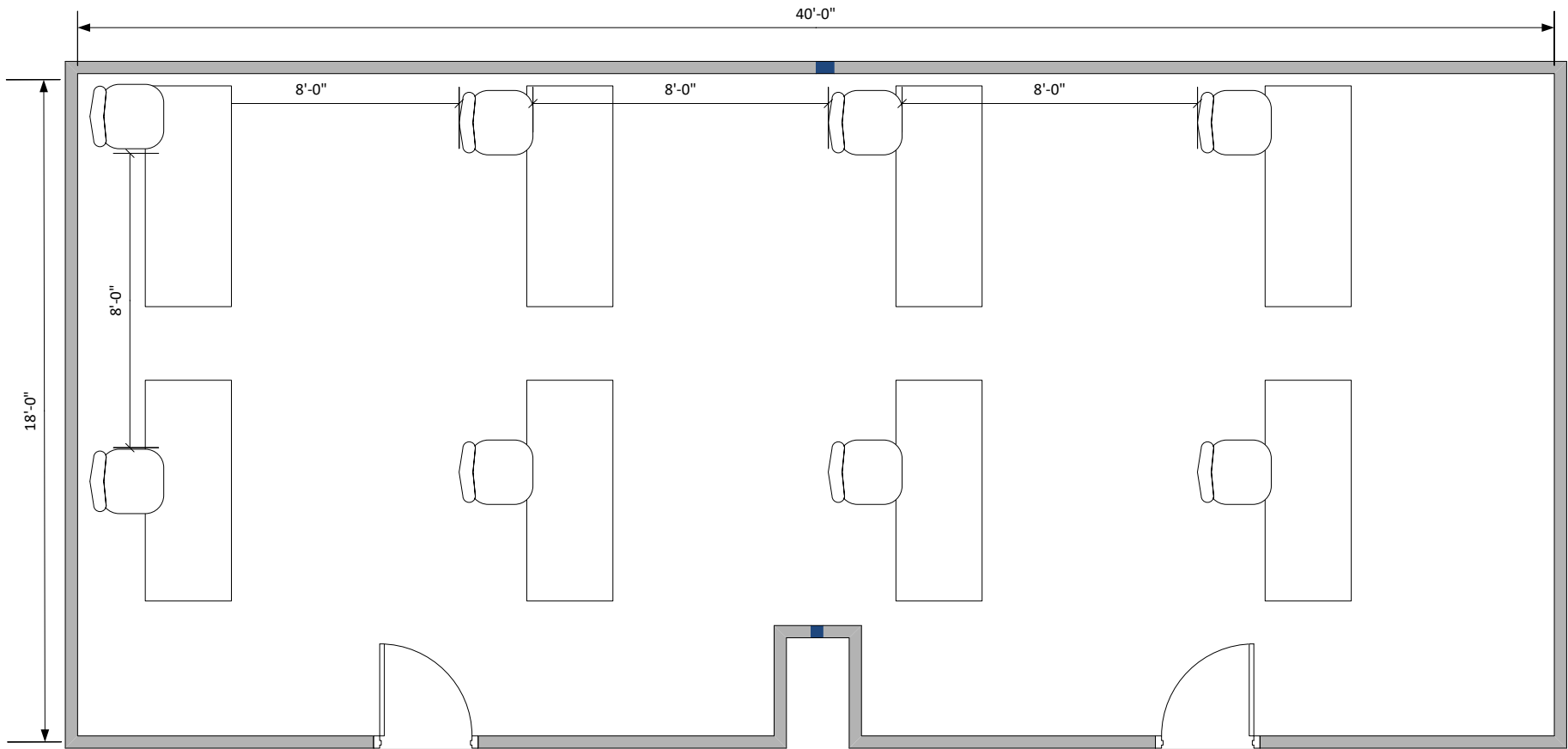
Social Distancing

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

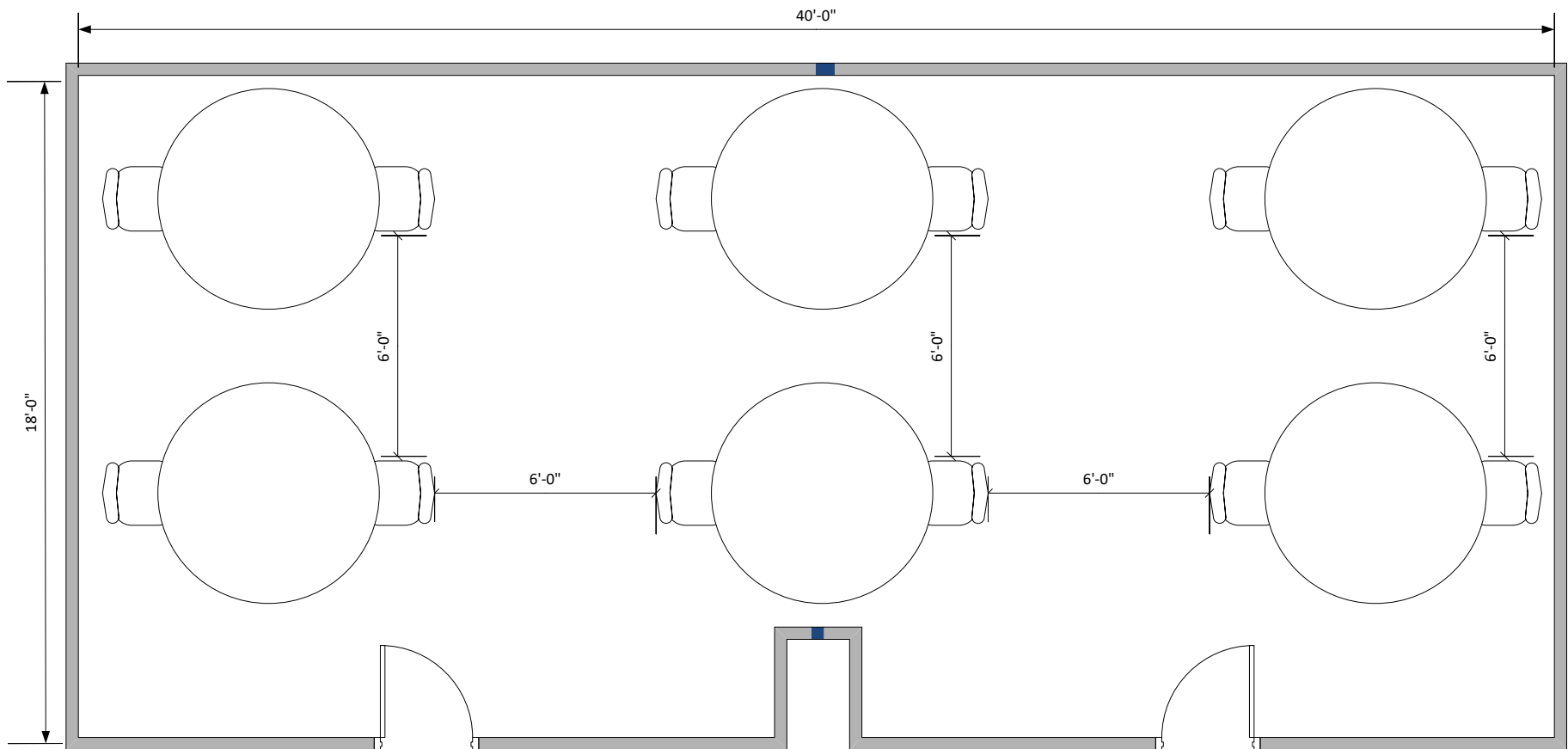
May need to remove  
Piano to allow for  
less “dead space”.



## 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