Kingsborough Community College Events Management

Event Layout Types

(with examples of what event type may be ideal for each layout)

Conferences

Guest Speakers

Informational Sessions

Video Screening

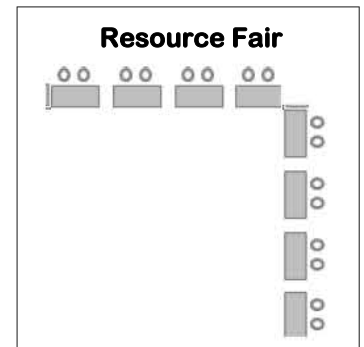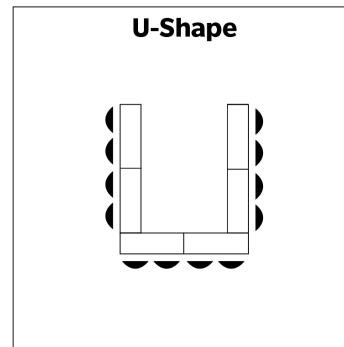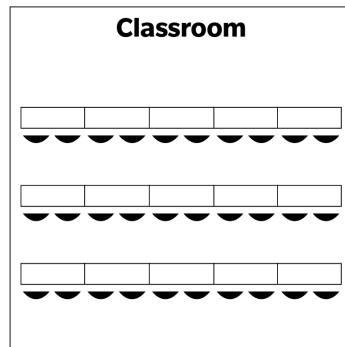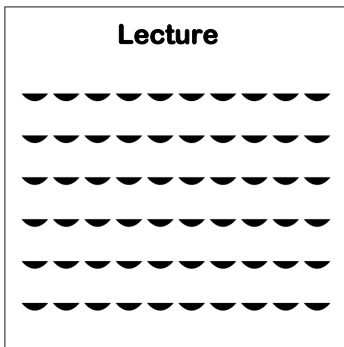*Light refreshments such as beverages, basic breakfast, finger foods, dessert*

Conferences

Guest Speakers

Informational Sessions

Interactive activities

Video Screening

Formal Meetings

Group Discussion

Informational Sessions

Meetings w/ Presentations

Interactive Event

Tabling around the perimeter of a location
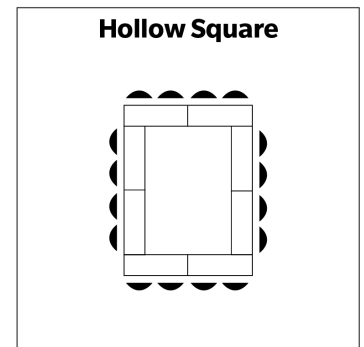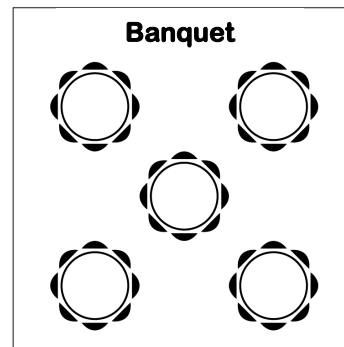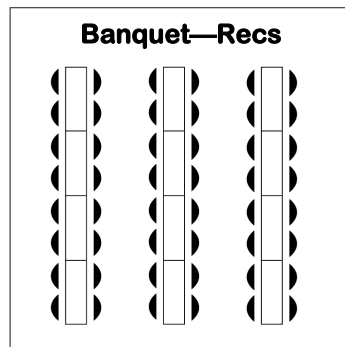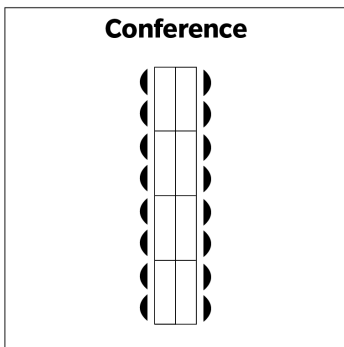
Lecture	Classroom	U-Shape	Resource Fair

Conference	Banquet—Recs	Banquet	Hollow Square

Board Meetings

Conferences

Formal Meetings

Meetings that encourage conversation

Meetings w/ Presentations

Awards Ceremonies

Conferences

Formal Events

Hot Breakfasts, Luncheons, Dinners

Interactive Events

Awards Ceremonies

Conferences

Formal Events

Hot Breakfasts, Luncheons, Dinners

Interactive Events

Board Meetings

Conferences

Formal Meetings

Meetings that encourage conversation

Meetings w/ Presentations

Note: The examples provided above should be used solely as a point of reference to assist you with planning your events.

Kingsborough Community College Events Management

Room Capacity by Event Type

TERRACE ROOM V-219 - ACADEMIC VILLAGE

Room Details   Bookings   Room Setups   Room Image

Room Setup	Max Capacity
Banquet	70
Conference	30
Hollow Square	35
Lecture Style	70
U Shape	40

TAPESTRY ROOM A-212 - ADMINISTRATION

Room Details   Bookings   Room Setups   Room Image

Room Setup	Max Capacity
Banquet	40
Conference	28
Hollow Square	28
Lecture Style	45
U Shape	35

M-239 - MARINE AND ACADEMIC CENTER (MAC)

Room Details   Room Setups

Room Setup	Max Capacity
Banquet	32
Conference	12
Hollow Square	20
Lecture Style	45
U Shape	28

HALL OF FLAGS - U BUILDING

Room Details   Bookings   Room Setups   Room Image

Room Setup	Max Capacity
Banquet	100
Lecture Style	100

*Regardless of set-up, the maximum capacity of **The Hall of Flags** is 100 persons.*

U-101A THE COVE - U BUILDING

Room Details   Room Setups   Room Image

Room Setup	Max Capacity
Banquet	49
Lecture Style	49
Resource Fair	49

*Regardless of set-up, the maximum capacity of **U-101A (The COVE)** is 49 persons.*

U-219 - U BUILDING

Room Details   Bookings   Room Setups   Room Image

Room Setup	Max Capacity
Banquet	120
Conference	30
Hollow Square	30
Lecture Style	150
U Shape	40

U-220 - U BUILDING

Room Details   Room Setups   Room Image

Room Setup	Max Capacity
Banquet	120
Conference	30
Hollow Square	30
Lecture Style	150
U Shape	40

***U-219 and U-220** may be combined to reach a capacity of 300 persons regardless of set-up.*

Kingsborough Community College Events Management

MAC Rotunda/ Lighthouse

SOUTH SECTION - MARINE AND ACADEMIC CENTER (MAC)

Room Details | **Room Setups**

Room Setup	Max Capacity
Banquet	120
Conference	30
Hollow Square	36
Lecture Style	120
U Shape	40

CENTER SECTION - MARINE AND ACADEMIC CENTER (MAC)

Room Details | Room Setups | Room Image

Room Setup	Max Capacity
Banquet	96
Conference	28
Hollow Square	36
Lecture Style	125
U Shape	35

EAST SECTION - MARINE AND ACADEMIC CENTER (MAC)

Room Details | Room Setups | Room Image

Room Setup	Max Capacity
Banquet	120
Conference	30
Hollow Square	36
Lecture Style	120
U Shape	40

WEST SECTION - MARINE AND ACADEMIC CENTER (MAC)

Room Details

Min Capacity: 1
Max Capacity: 125
Setup Minutes: 0
Teardown Minutes: 0
Notes: This area is usually used as the entrance and registration area.

The full MAC Rotunda (including the North Section) holds up to 385 persons banquet style.

Please see the following layouts of the MAC Rotunda for reference as to maximum capacity set ups in the space.

1
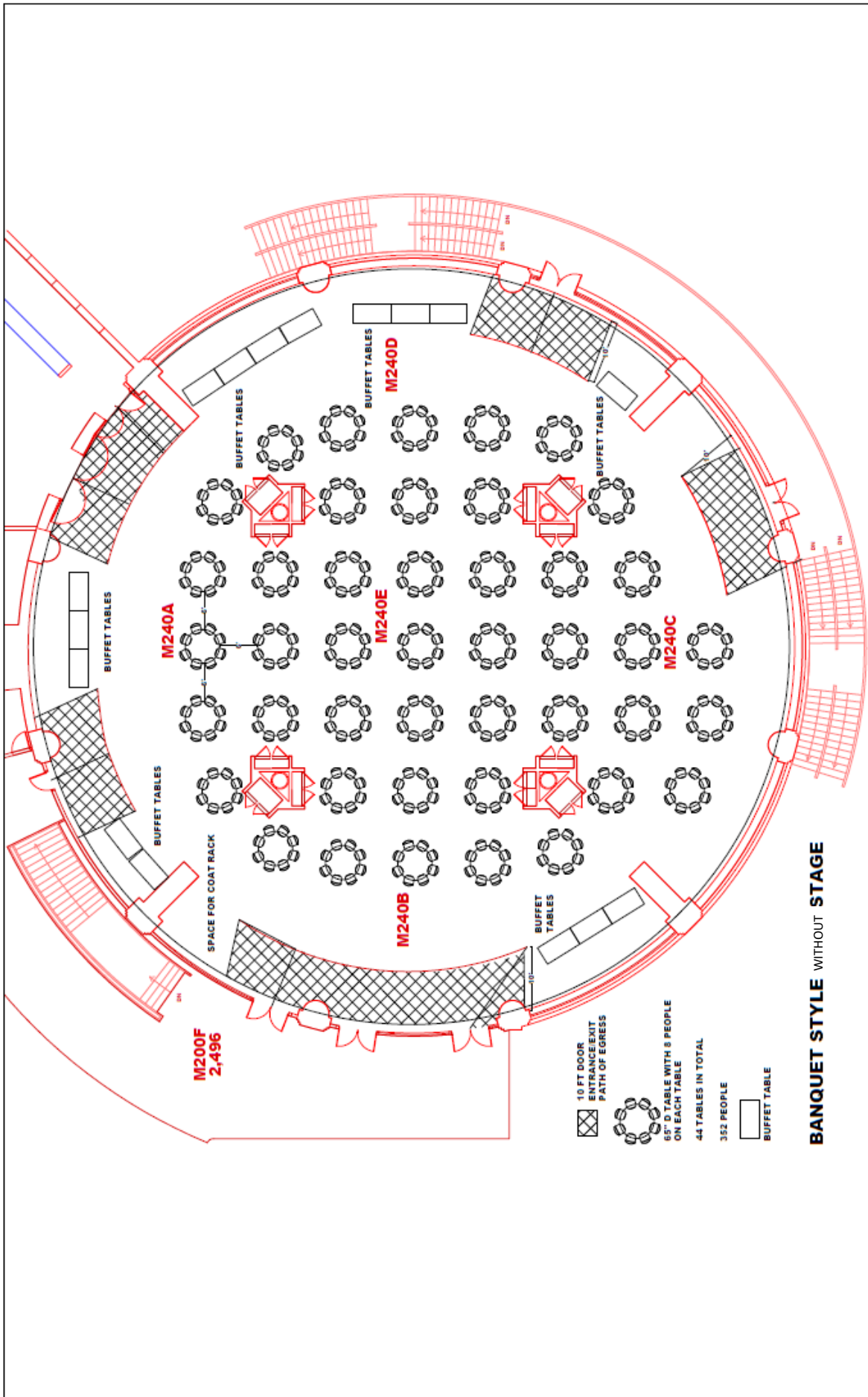
BANQUET STYLE WITHOUT STAGE

M200F
2,496

M240A
M240E
M240C
M240D
M240B

BUFFET TABLES
BUFFET TABLES
BUFFET TABLES
BUFFET TABLES
BUFFET TABLES
BUFFET TABLES
BUFFET TABLES
BUFFET TABLES

SPACE FOR COAT RACK

BUFFET
TABLES

10 FT DOOR
ENTRANCE/EXIT
PATH OF EGRESS

65" D TABLE WITH 8 PEOPLE
ON EACH TABLE

44 TABLES IN TOTAL

352 PEOPLE

BUFFET TABLE

2

BANQUET STYLE WITH STAGE

M240D
BUFFET TABLES
BUFFET TABLES
BUFFET TABLES

M240A
M240E
M240C

STAGE

BUFFET TABLES

SPACE FOR COAT RACK

M240B

BUFFET TABLES

M200F
2,496

BUFFET TABLES

10 FT DOOR
ENTRANCE/EXIT
PATH OF EGRESS

65" D TABLE WITH 8 PEOPLE
ON EACH TABLE

41 TABLES IN TOTAL

328 PEOPLE

BUFFET TABLE

BANQUET STYLE WITH DANCE FLOOR AND MUSIC BAND

248 people

North section used

M200F
2,496

M240A

M240B

M240C

M240D

M240E

16' X16' SPACE FOR MUSIC BAND

DANCE FLOOR

BUFFET TABLES

SPACE FOR COAT RACK

10 FT DOOR ENTRANCE/EXIT PATH OF EGRESS

65" D TABLE WITH 8 PEOPLE ON EACH TABLE

31 TABLES IN TOTAL

3' X 6 FT. BUFFET TABLE

21' X 21' FT. DANCE FLOOR

BANQUET STYLE WITH DANCE FLOOR AND MUSIC BAND

258 people

M200F
2,496

M240A

M240B

M240C

M240D

M240E

STAGE
16' X 8'
SPACE FOR
MUSIC BAND

DANCE FLOOR

BUFFET TABLES

SPACE FOR COAT RACK

10 FT DOOR
ENTRANCE/EXIT
PATH OF EGRESS

65" D TABLE WITH 8 PEOPLE
ON EACH TABLE

21 TABLES IN TOTAL

72" D TABLE WITH 10 PEOPLE
ON EACH TABLE

9 TABLES IN TOTAL

274 POEPLE

3' X 6 FT. BUFFET TABLE

21' X 21' FT. DANCE FLOOR

5

LECTURE STYLE WITH STAGE