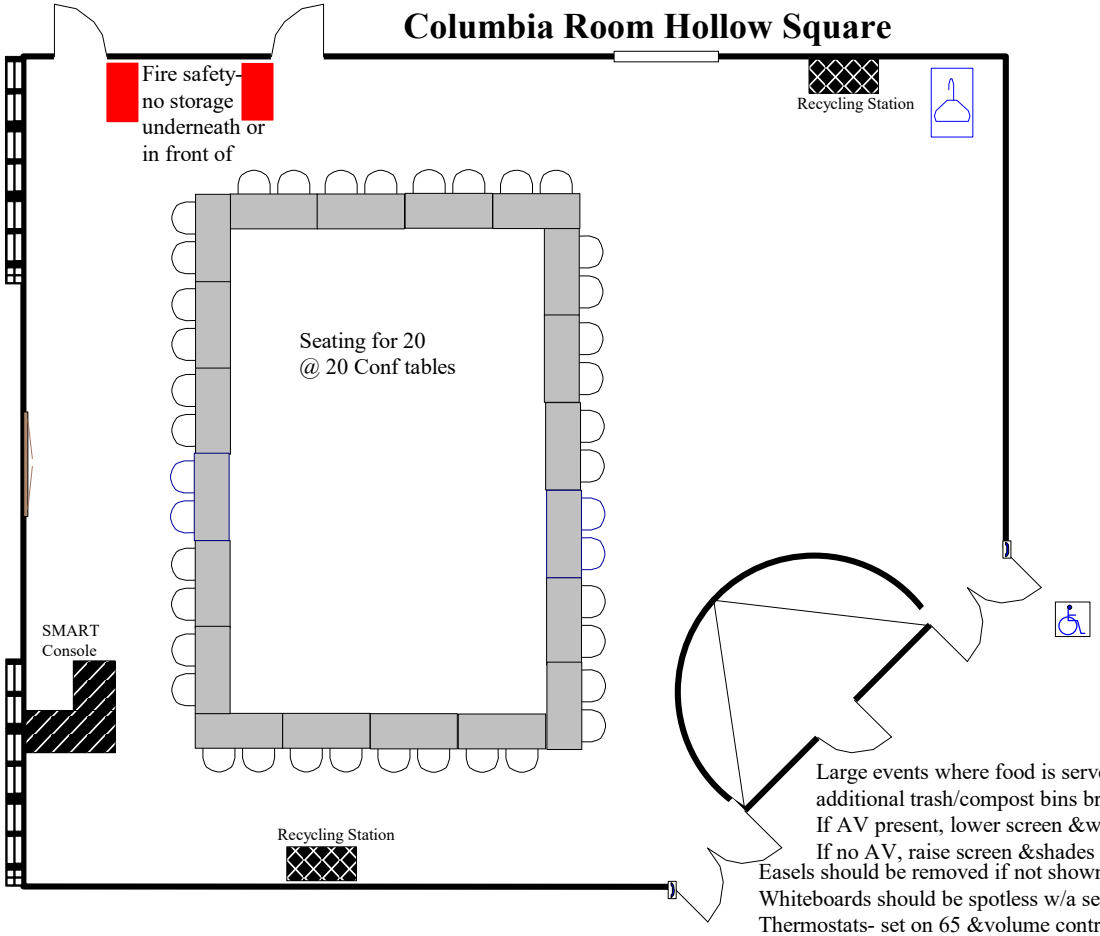
Columbia Room Hollow Square



Large events where food is served will need
additional trash/compost bins brought in
If AV present, lower screen &window shades
If no AV, raise screen &shades
Easels should be removed if not shown in diagram
Whiteboards should be spotless w/a set of 4 pens &eraser
Thermostats- set on 65 &volume control "0"