

## Community First Conference Center

Note that all items listed are subject to change without prior notice.



Includes service kitchen

- Commercial grade coffee machine
  - Includes 2-pot warmer
  - Standard size pot
  - Hot water spout
  - Filters provided
  - Bring your own ground coffee, recommended ½ cup per pot
- Ice maker, ice is ready made and free to use
- Full-size refrigerator with freezer
- Large capacity 4-dish buffet style warmer
- Dishwasher
- Sink
- Microwave
- Ample counter space
- Supplies not provided

Restrooms (2 unisex)

- Single stall in each (2 restrooms total)
- Toilet paper, hand soap, and paper towels provided
- Water bottle refill station located in hall between restrooms

Conference room

- Maximum capacity 73
- Tables: 15 6-foot white tables
- Chairs: 40 white padded folding chairs
- Bose sound system - Play music from your mobile device via Bluetooth or play from your computer wirelessly connected to projector (see next item for connection info)
- Projector & roll down screen – no computer provided, but you can hookup your own, 1 USB and 1 HDMI port required for hookup; hookup is wireless so the computer can be placed anywhere in the room
- Microphone is not provided and generally not needed due to acoustics of the room; there is a hookup available at rear of room if you would like to bring your own.
- Wifi or other internet connection is not provided
- Coat rack in elevator lobby (holds 12)

\*Facility staff will be on hand during your event. All areas are handicap accessible.

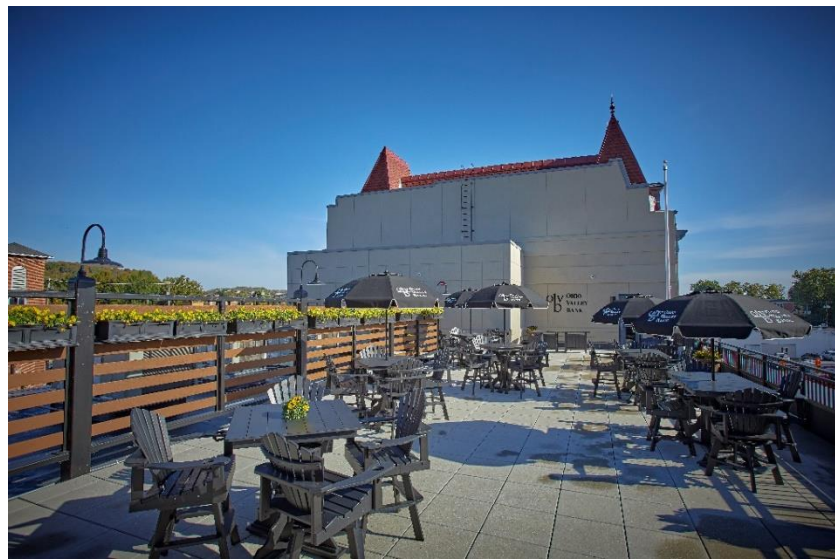
## Rooftop Patio

- Tables and seating
  - Total of 40 seats (38 chairs and two 2-person benches) including:
    - 6 high top tables with swivel stools, seats 4, table measures 39" square
    - 2 high dining top tables with swivel stools, seats 4-6, table measures 5'x3'
    - 2 conversation areas: 2-person bench, 2 chairs, end table, coffee table
    - All tables have umbrellas (seasonally)
- Serving bar made up of 3 units each measuring 4'x2', hidden shelf behind bar
- 4 large trash cans
- American flag on pole and seasonal flowers
- Lights for nighttime entertaining
- 3 propane patio heaters
- Electrical outlets
  - 8 outlets directly behind service bar on northeast side of patio
  - 8 outlets on southwest side of patio

## Access

- Parking is available at rear of building on weekends and after 5 p.m. on weekdays
- Unloading zone at curb at rear of building
- Street parking available
- Guests will use Second Avenue front door or left door at the back of the building and access the third floor by elevator or stairs, stairs are located at elevator lobby and also on opposite side of the patio.
- Elevator capacity: 3500 lbs. or 21 persons

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\*On patio, flower type and color vary by season.