



**Community Center  
Layout Guide**



Thank you for choosing the Palm Coast Community Center as your event venue. We strive to provide excellent customer service and a safe pleasant experience. Our layout guide encompasses traditional and modern styles, from dinner and dance to formal ceremonies. Layout styles are sized to rooms and are proximal in nature. When setting up a room, staff will take into account space for walking, event activities, and tables and chairs (elbow room). There are mock setups and suggestions within this guide to help give renters perspective on how rooms/rentals look when completely setup.

Please keep in mind that not all layout styles accommodate all rooms. Recommendations are in the top left corner of each layout page. In accordance with city policy each room has a maximum number of allowed chairs, tables, and people. Please seek community center staff for inquiries, questions and references. Any requested alterations or variations to existing layout guide styles must be approved by the appropriate supervisor at least 30 days prior to the event.

### **Function Room Dimensions**

<b>Waterfront Room #116</b>	<b>61' 4" x 52' 8"</b>
<b>Hometown Room #101</b>	<b>49' 4" x 41' 4"</b>
<b>Exploration Room #114/115</b>	<b>24' 2" x 14' 9.5"</b>
<b>Sunshine Room #112</b>	<b>73' 0" x 71' 4"</b>

### **Maximum Room Capacity**

<b>Waterfront Room #116</b>	<b>209 Occupants</b>
<b>Hometown Room #101</b>	<b>136 Occupants</b>
<b>Exploration Room #114/115</b>	<b>45 Occupants</b>
<b>Sunshine Room #112</b>	<b>336 Occupants</b>

### **Maximum Seating Capacity**

<b>Waterfront Room # 116</b>	<b>175 Occupants</b>
<b>Hometown Room #101</b>	<b>125 Occupants</b>
<b>Activity Room #114/115</b>	<b>45 Occupants</b>
<b>Sunshine Room #112</b>	<b>225 Occupants</b>

**\*\*\*PLEASE KEEP IN MIND PARKING \*\*\***

The Community Center's parking lot is on a first come first serve basis, carpooling is strongly encouraged. The Community Center does not have jurisdiction over any nearby parking lots, facilities, or areas otherwise and is not liable for towed or damaged vehicles.

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## MEETING LAYOUTS

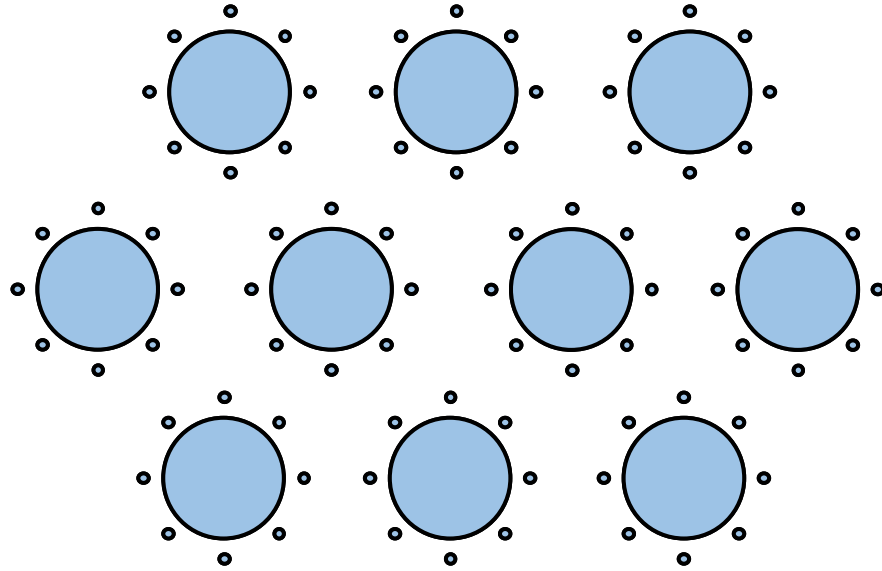
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**Reference Key: See back of book**

# Option 1 Layout

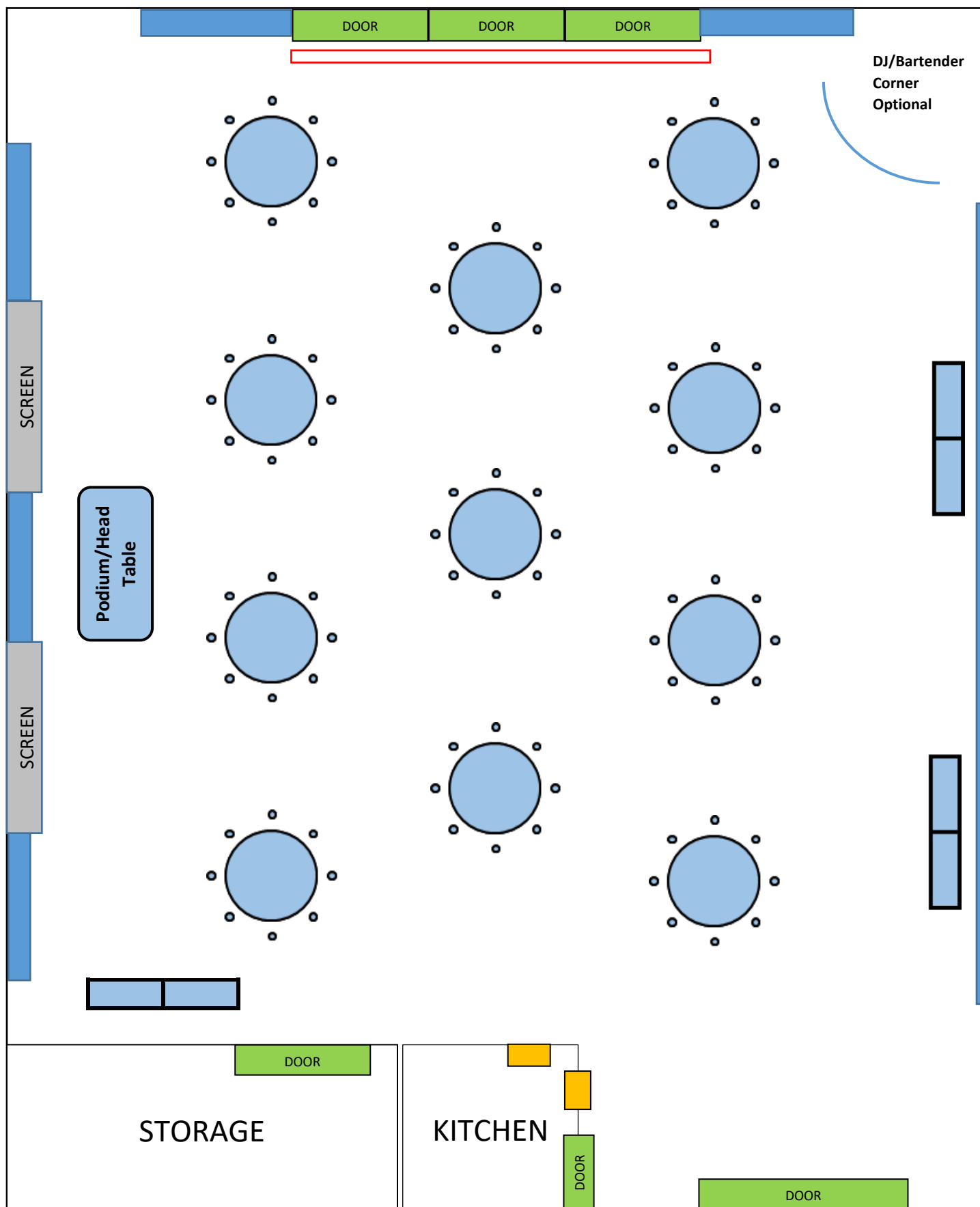
(Traditional Banquet style)

\*Rcmd All Rooms



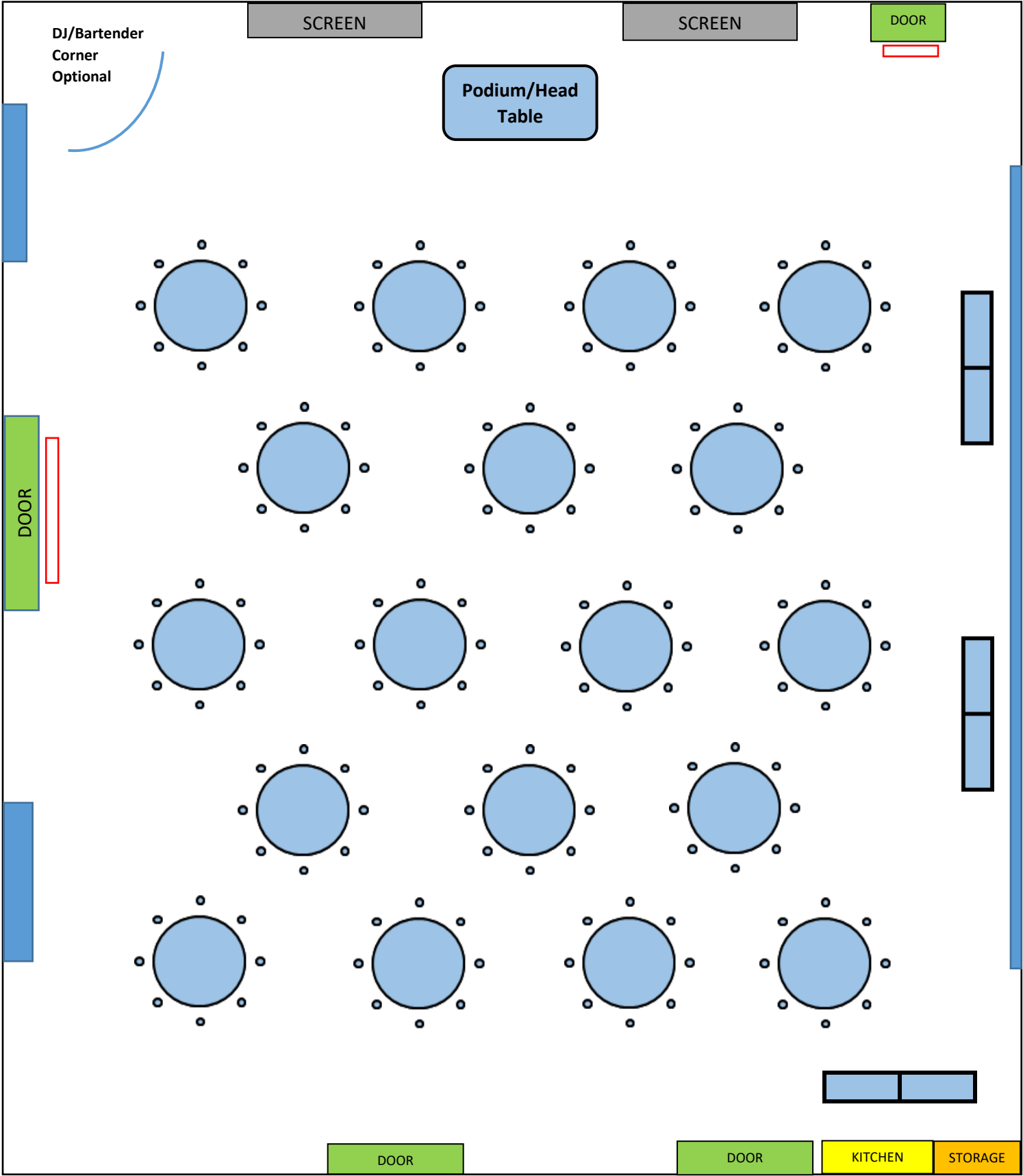
Room Dimensions  
61' 4" x 52' 8"

## Layout 1 Mock Set-up 116



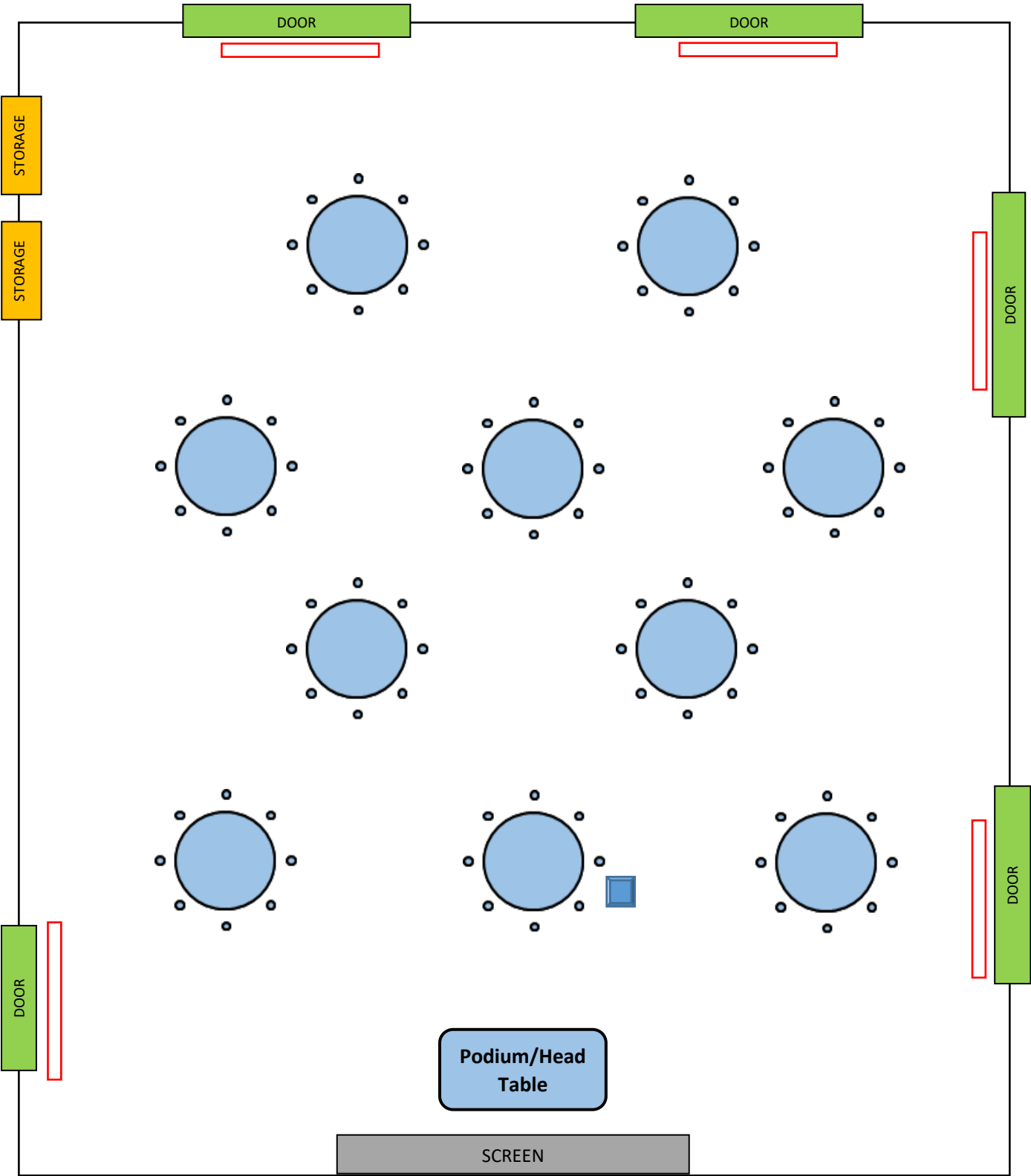
Room Dimensions  
73' 0" x 71' 4"

# Layout 1 Mock Set-up 112



Room Dimensions  
49' 4" x 41' 4"

Layout 1 Mock Set-up 101



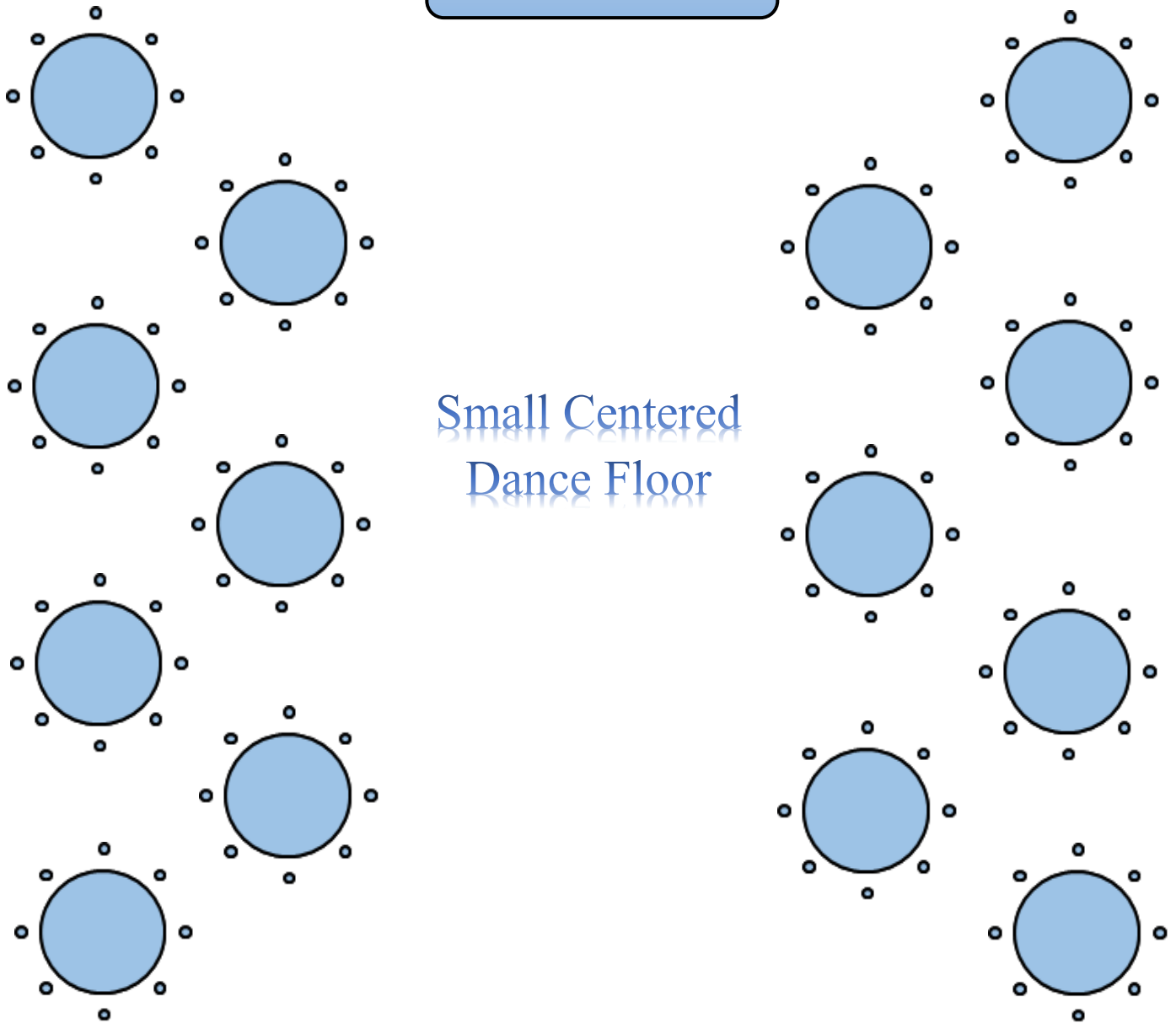


# Option 2 Layout

(See **Layout 14** for alternative option) **Small Event Size**

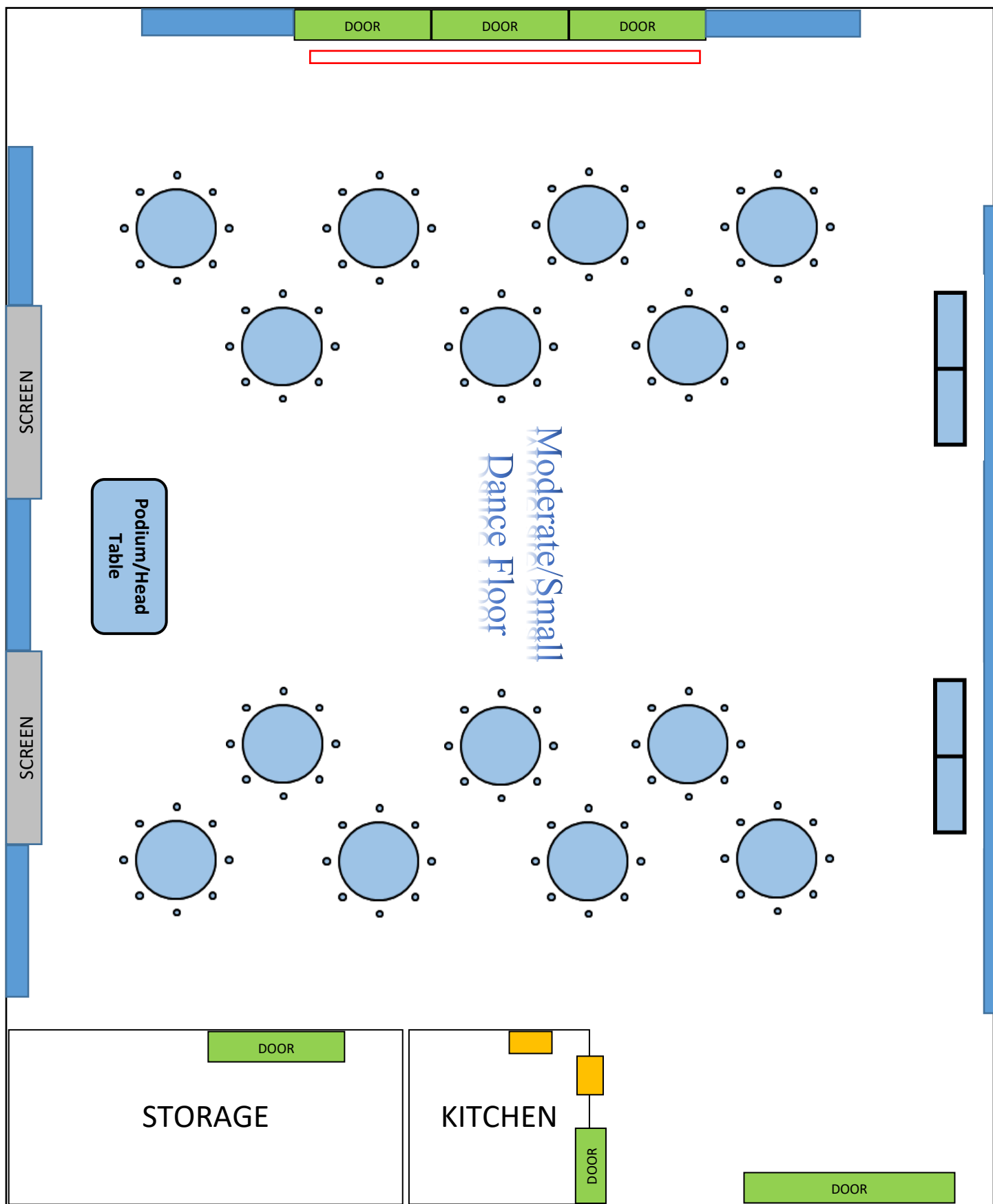
\*Rcmd #112, 116

Head Table/Screen Display  
(Optional)



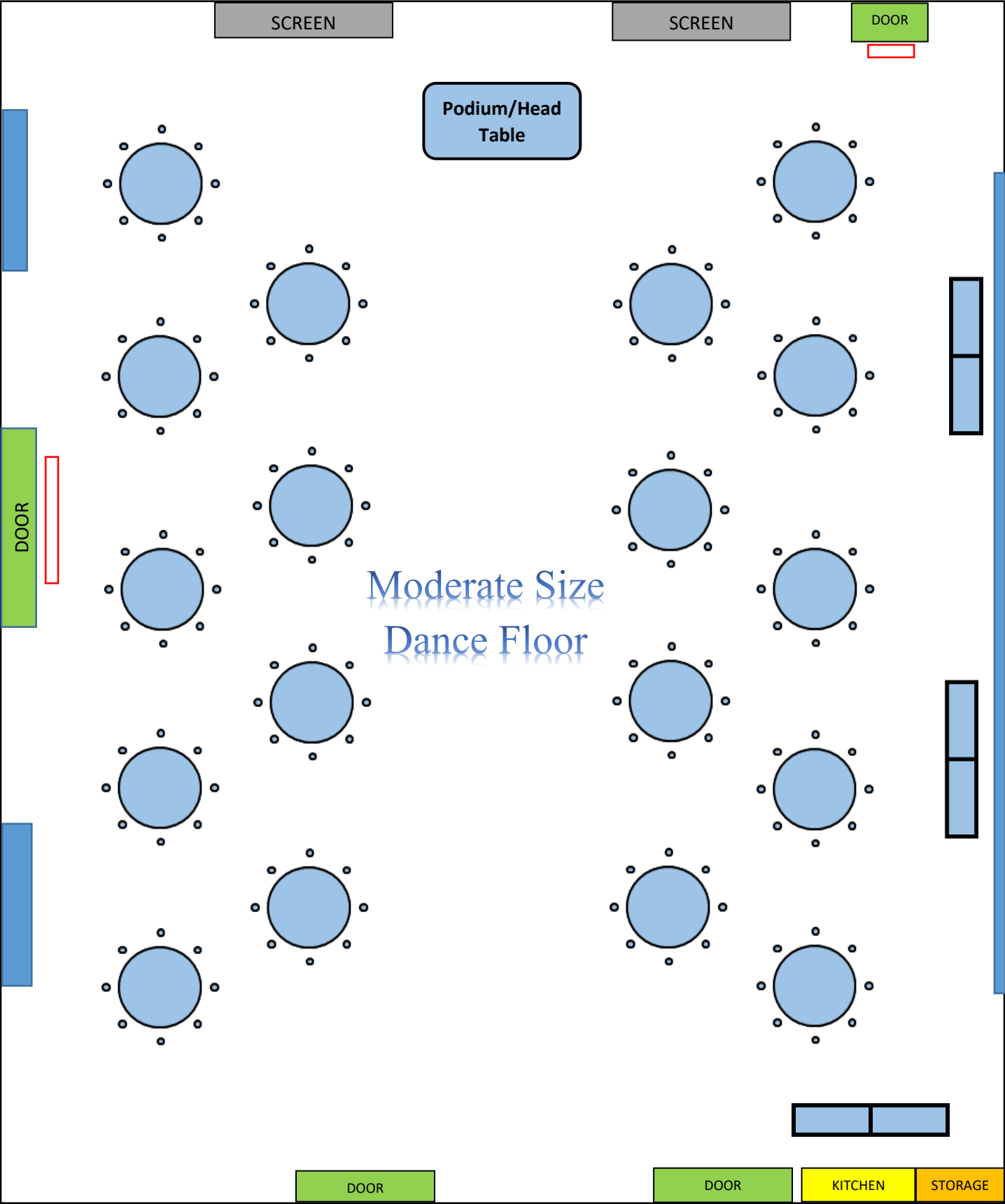
Room Dimensions  
61' 4" x 52' 8"

## Layout 2 Mock Set-up 116



Room Dimensions  
73' 0" x 71' 4"

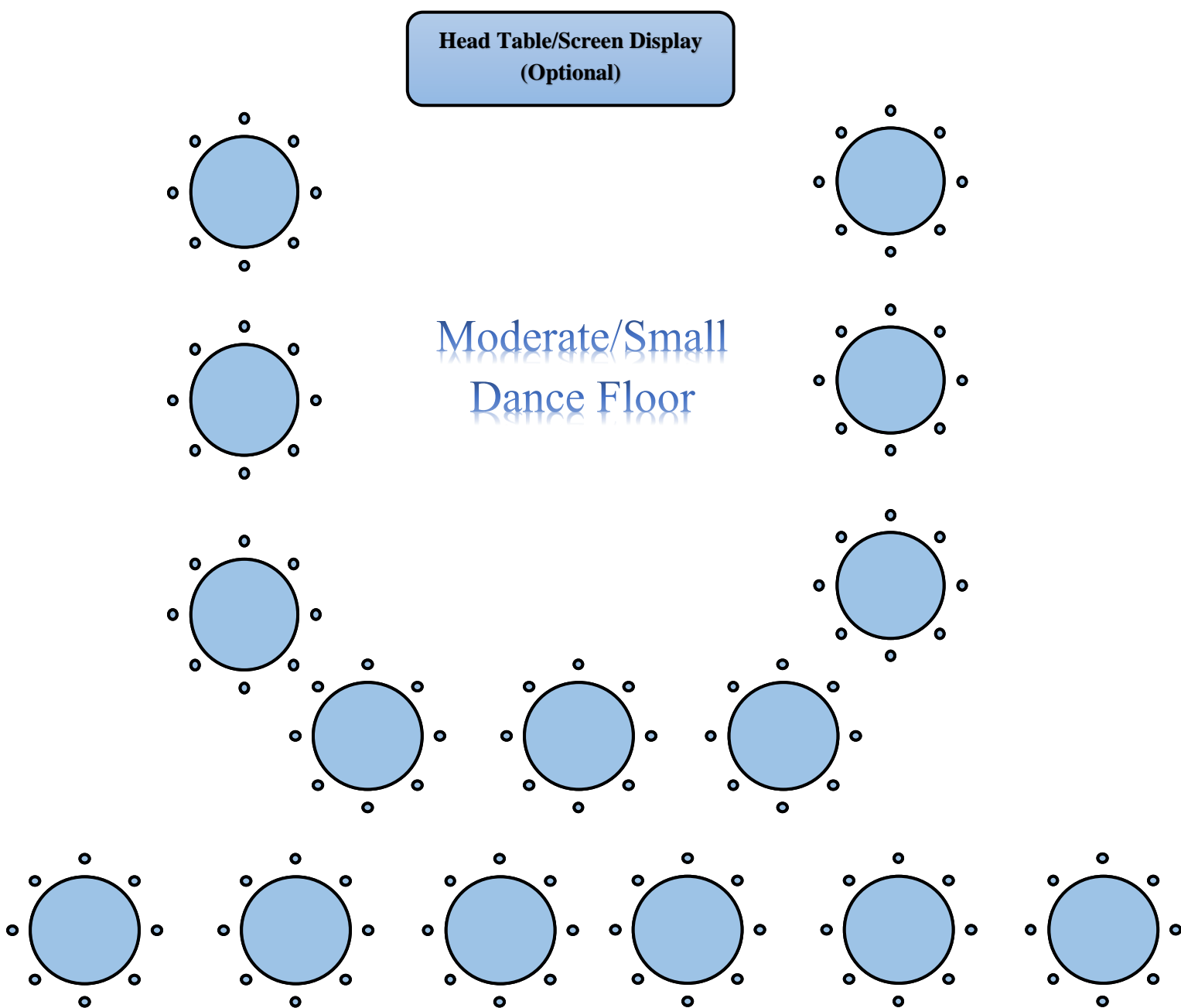
Layout 2 Mock Set-up 112



# Option 3 Layout

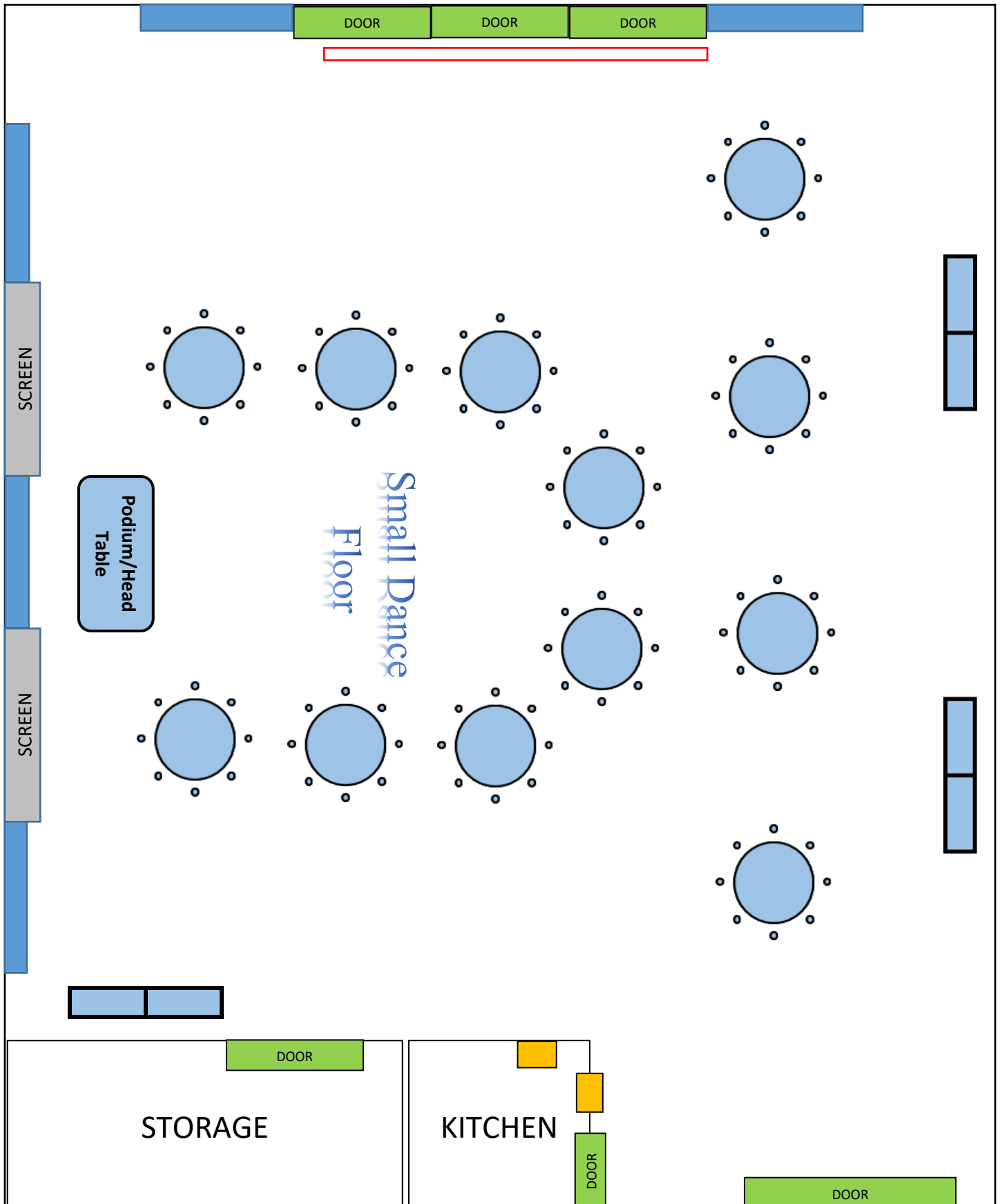
(Festive/Party style) **Moderate/Small Dance Floor**

\*Rcmd #112, 116



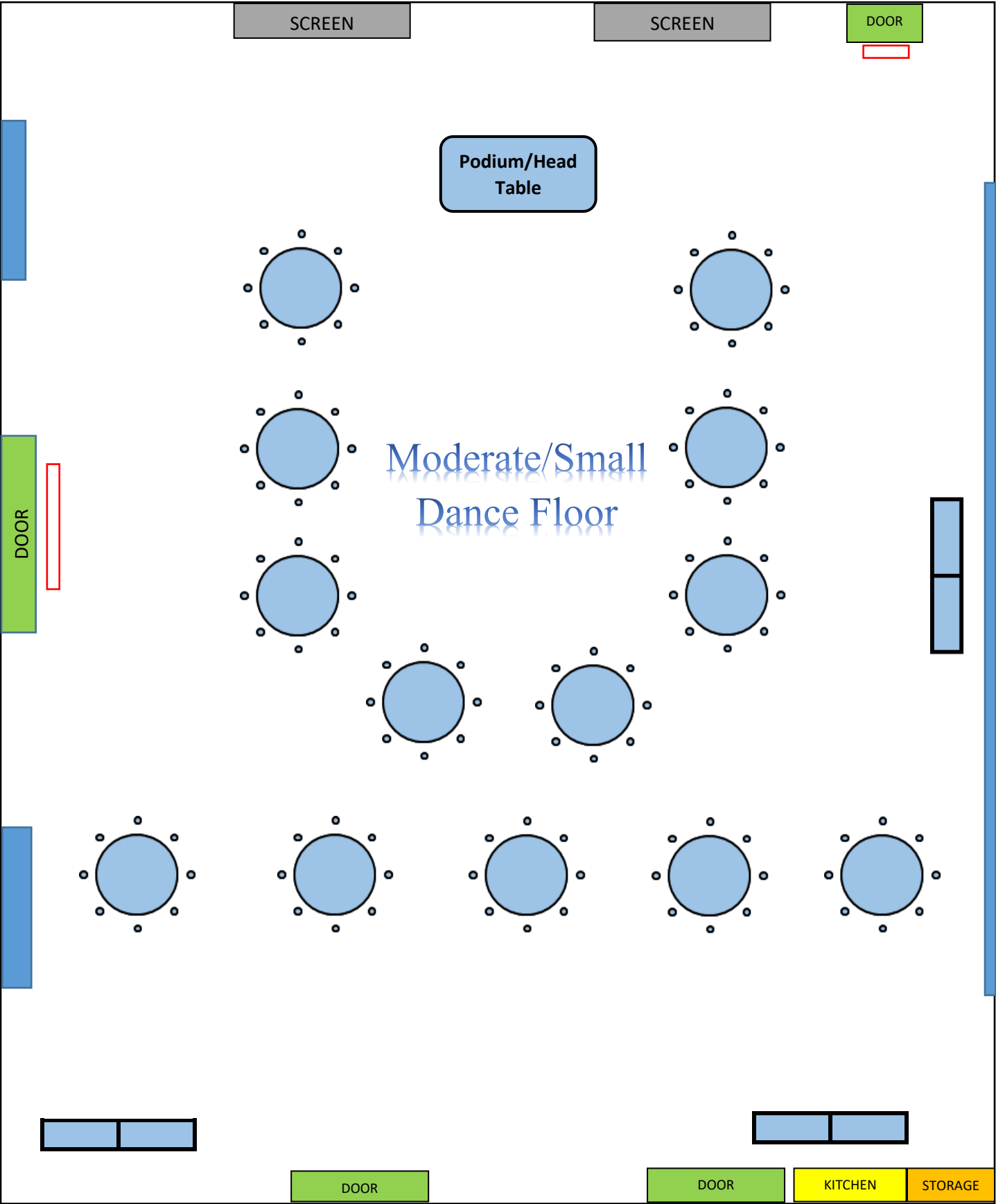
Room Dimensions  
61' 4" x 52' 8"

## Layout 3 Mock Set-up 116



Room Dimensions  
73' 0" x 71' 4"

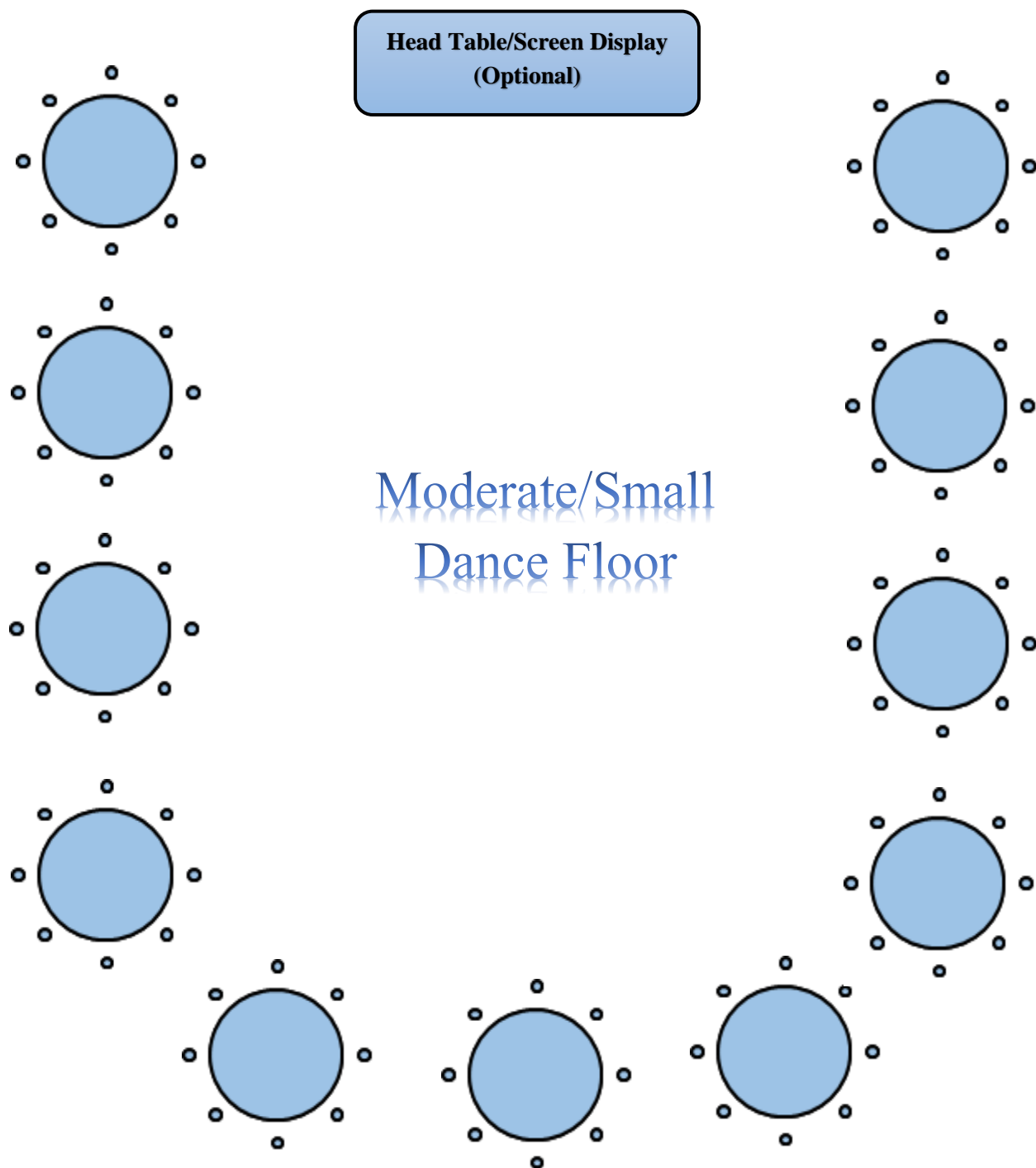
Layout 3 Mock Set-up 112



# Option 4 Layout

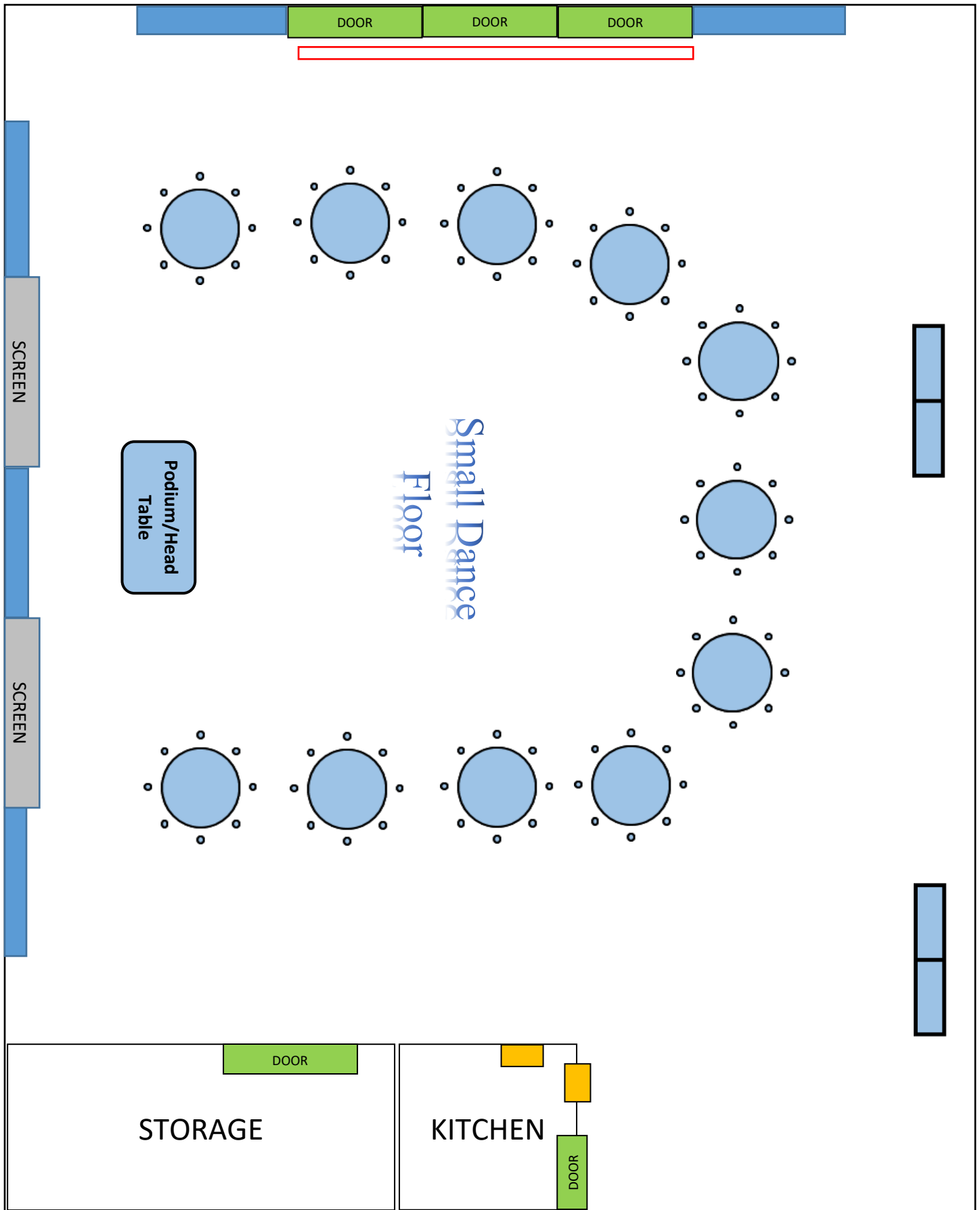
(Cabaret Style) **Moderate/Small Dance Floor**

\*Rcmd Room #112, 116



Room Dimensions  
61' 4" x 52' 8"

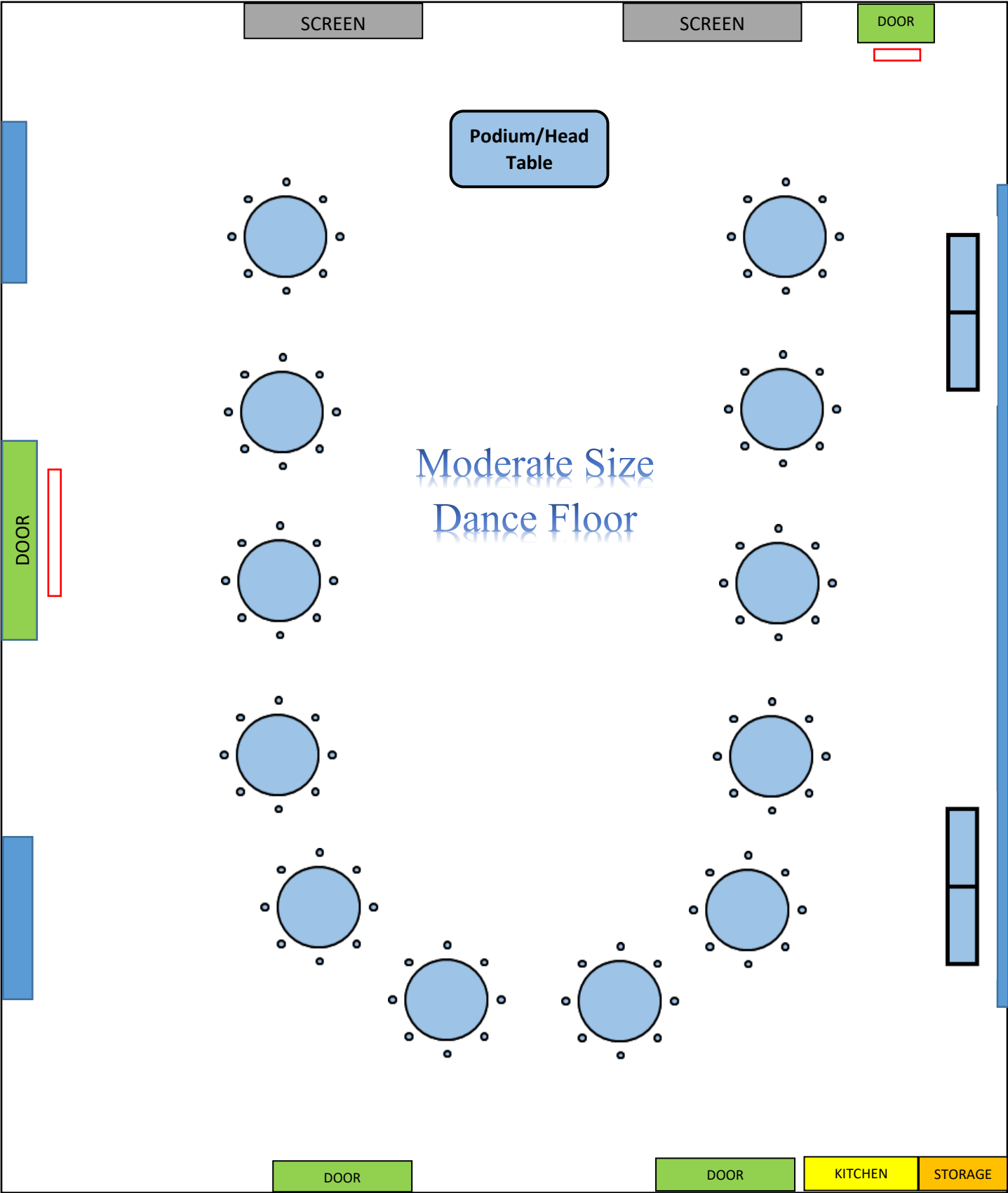
## Layout 4 Mock Set-up 116





Room Dimensions  
73' 0" x 71' 4"

Layout 4 Mock Set-up 112

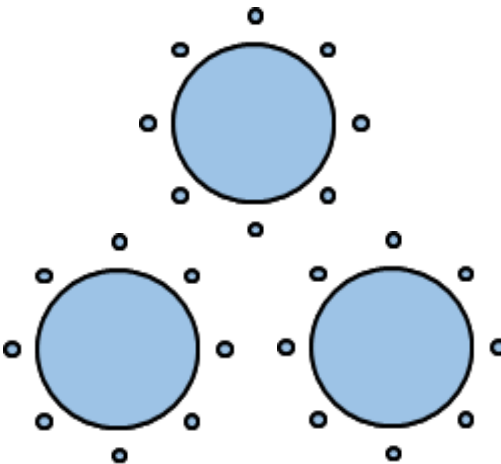
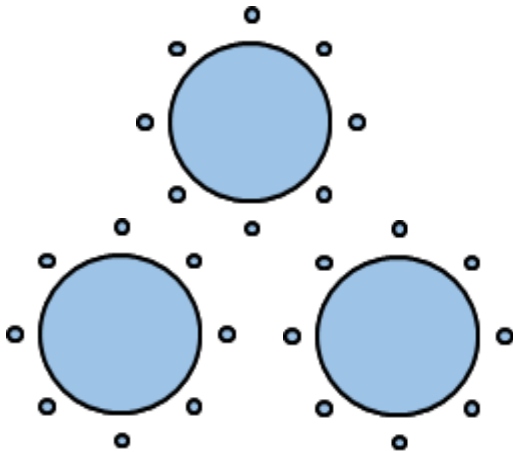
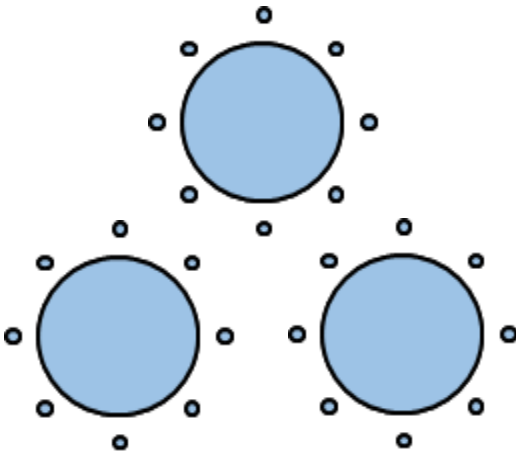
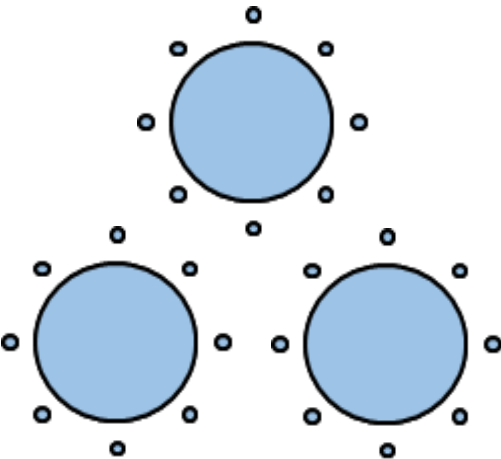
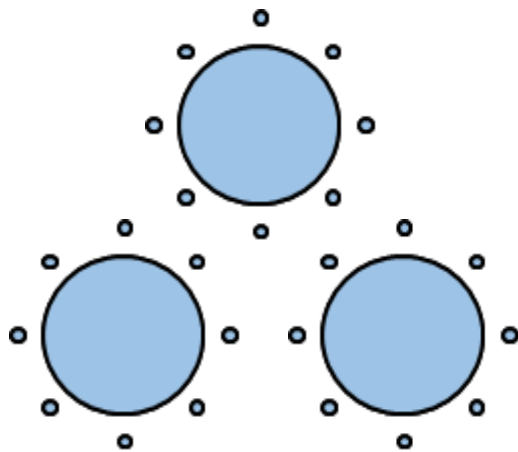


# Option 5 Layout

\*Rcmd Room # 112, 116

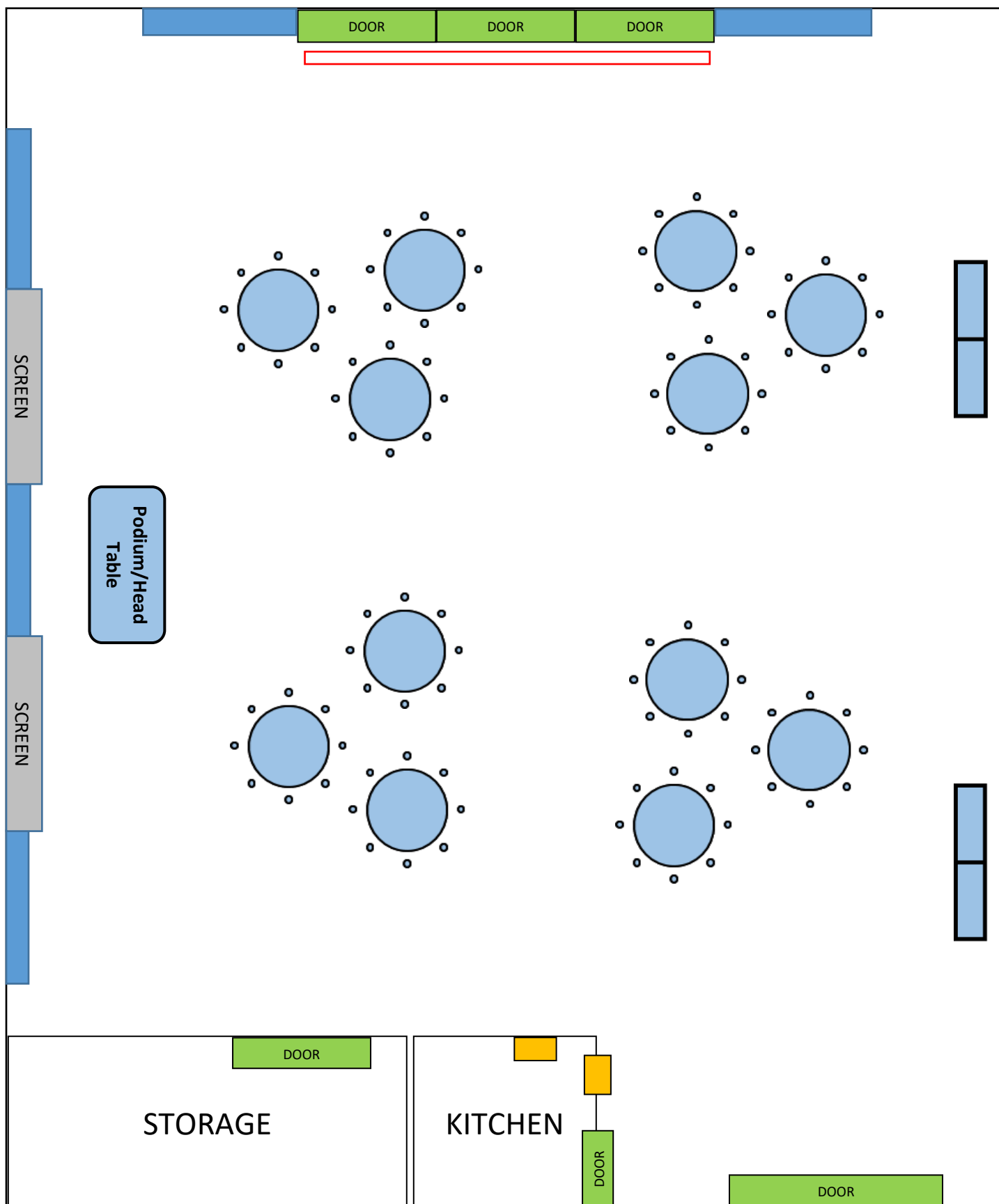
(Gala/Formal style) **Small Event Size**

Head Table/Screen Display  
(Optional)

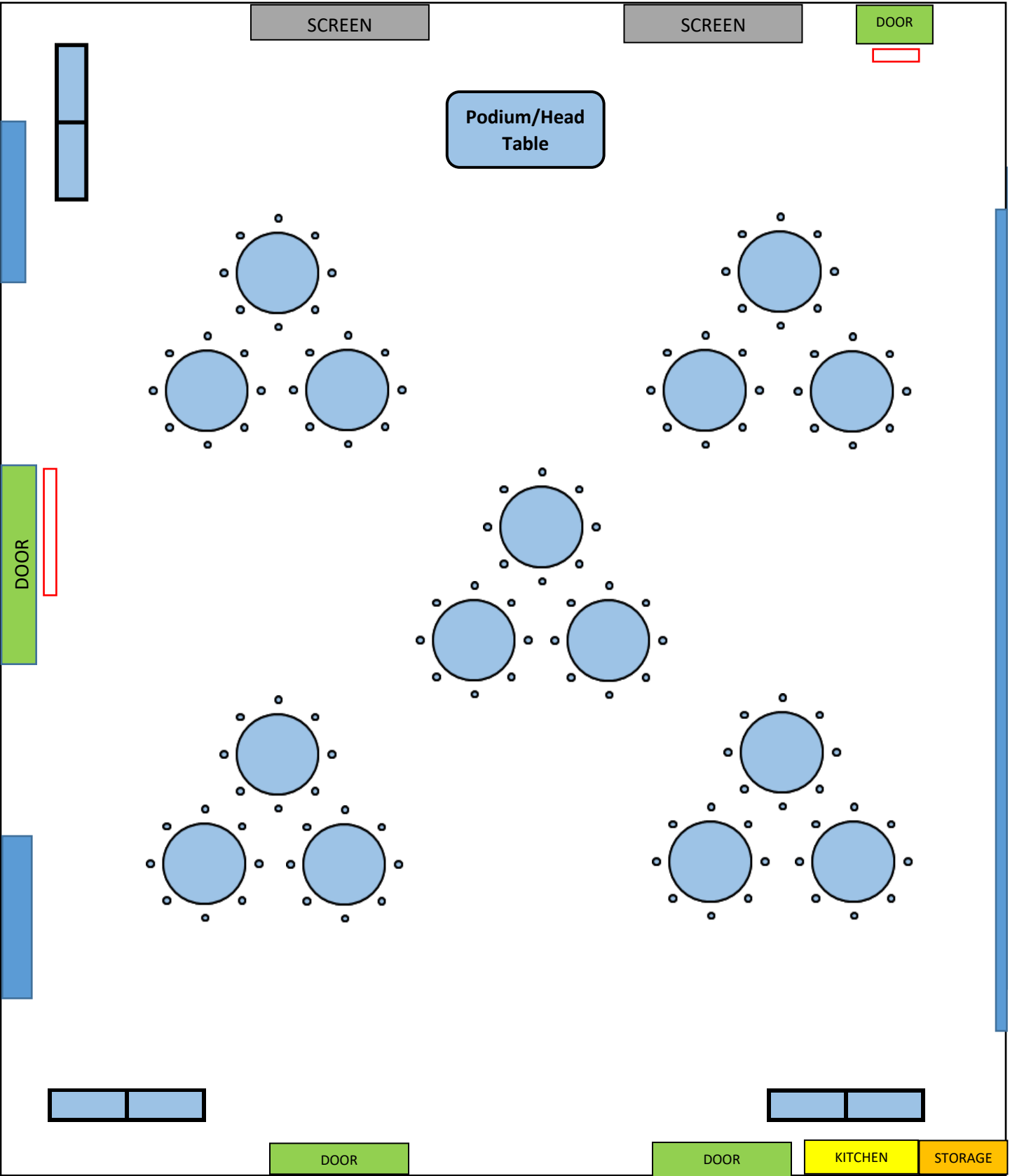


Room Dimensions  
61' 4" x 52' 8"

## Layout 5 Mock Set-up 116



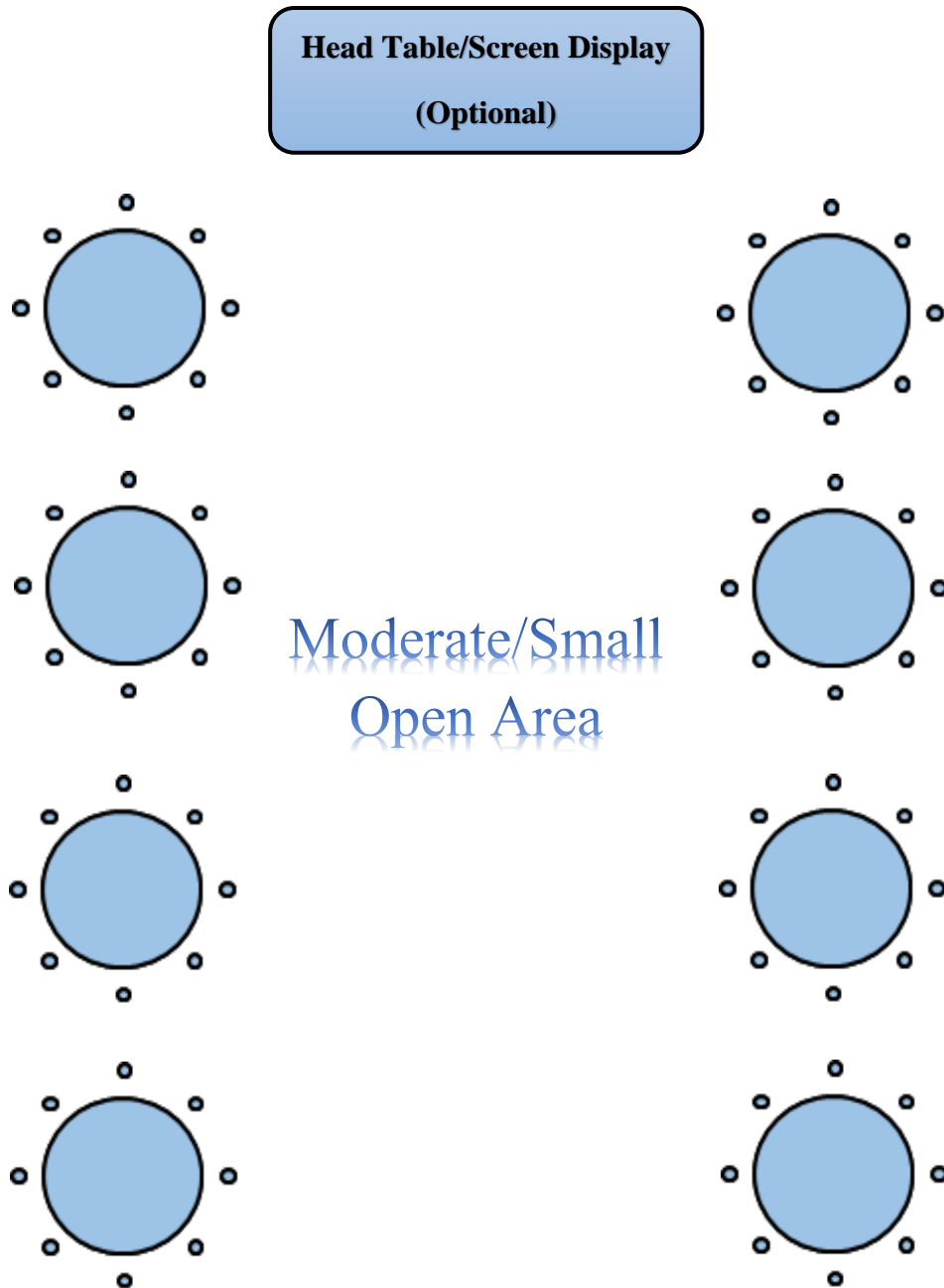
Layout 5 Mock Set-up 112



# Option 6 Layout

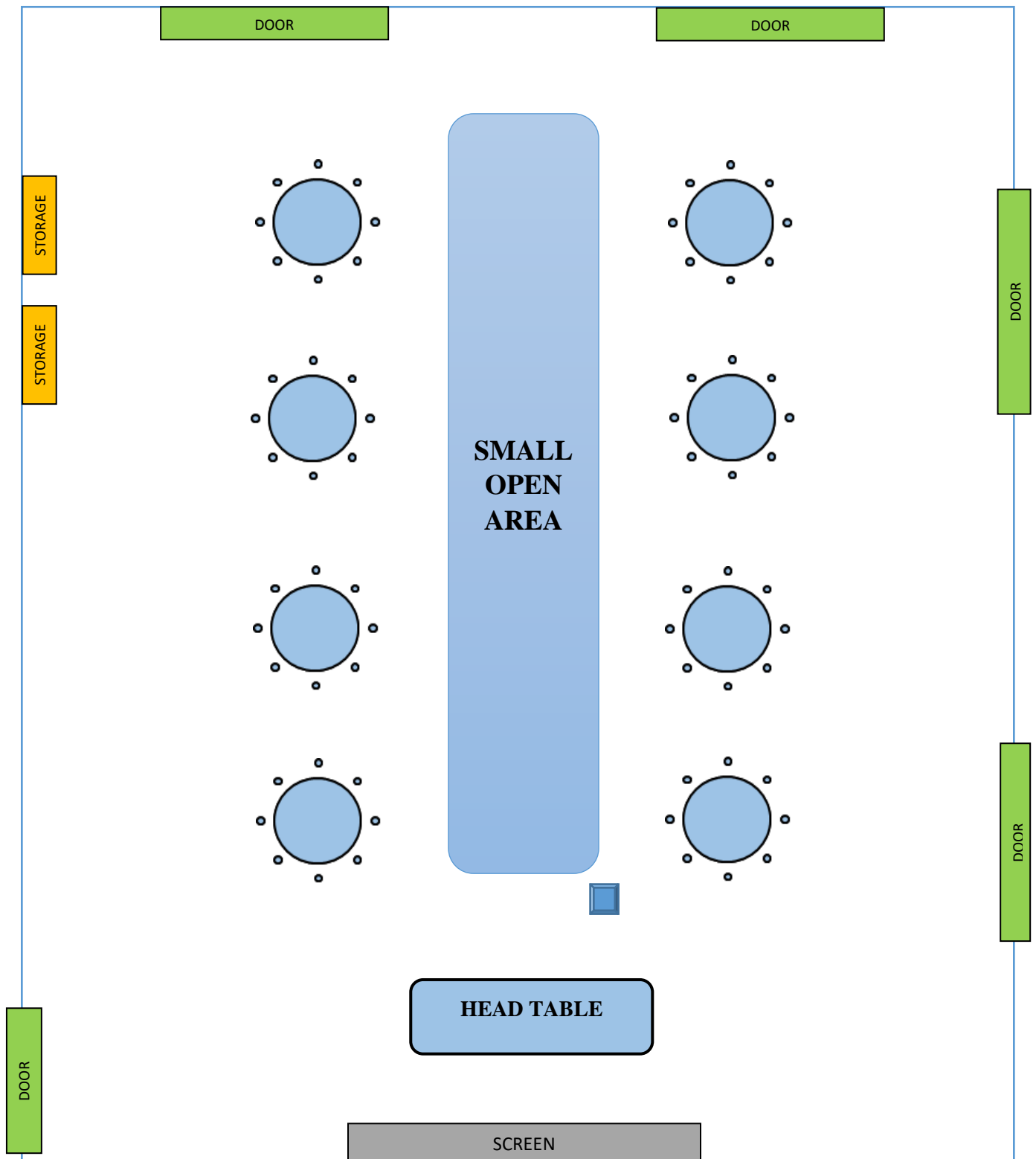
(Scale down version of layout 2) **Moderate/Small Dance Floor**

\*Rcmd Room #112, 116



Room Dimensions  
49' 4" x 41' 4"

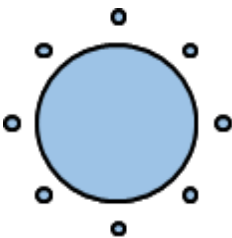
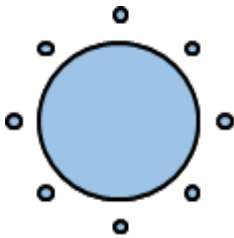
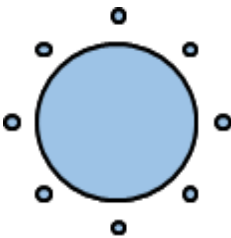
## Layout 6 Mock Set-up 101



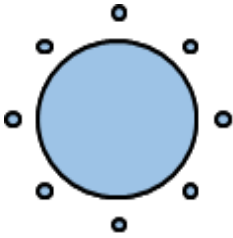
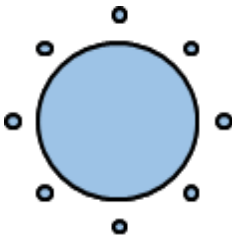
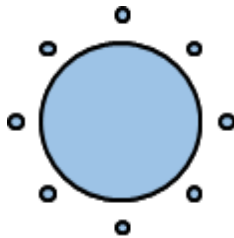
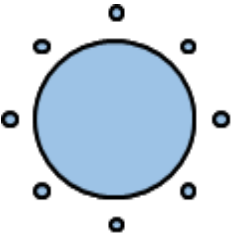
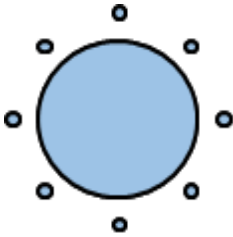
# Option 7 Layout

(Station Style) Rectangle option available

\*Rcmd Room #112



OPEN AREA

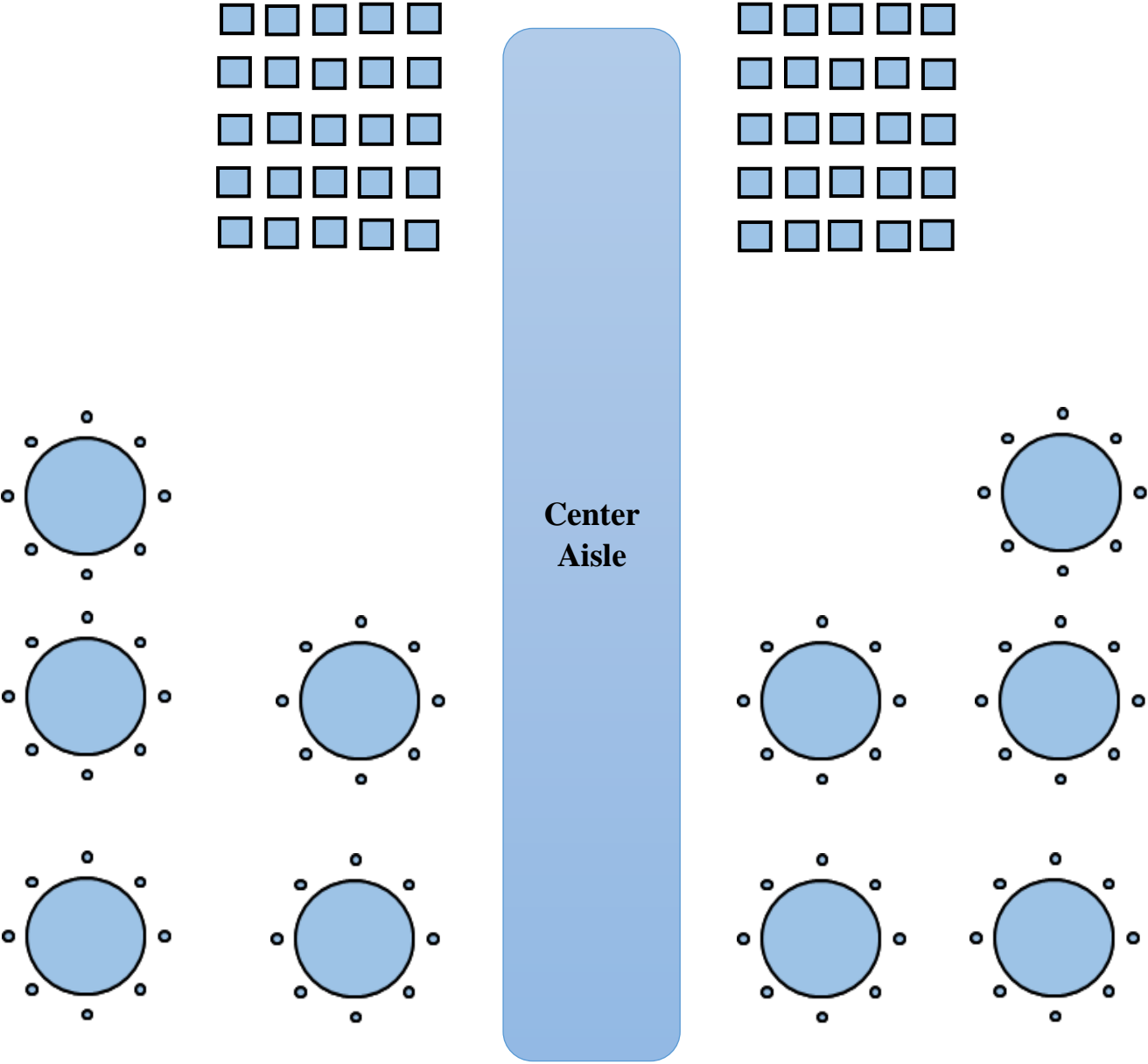


# Option 8 Layout

(Commemorative Style)

\*Rcmd Room #112

**Head Table/Screen Display**  
**(Optional)**

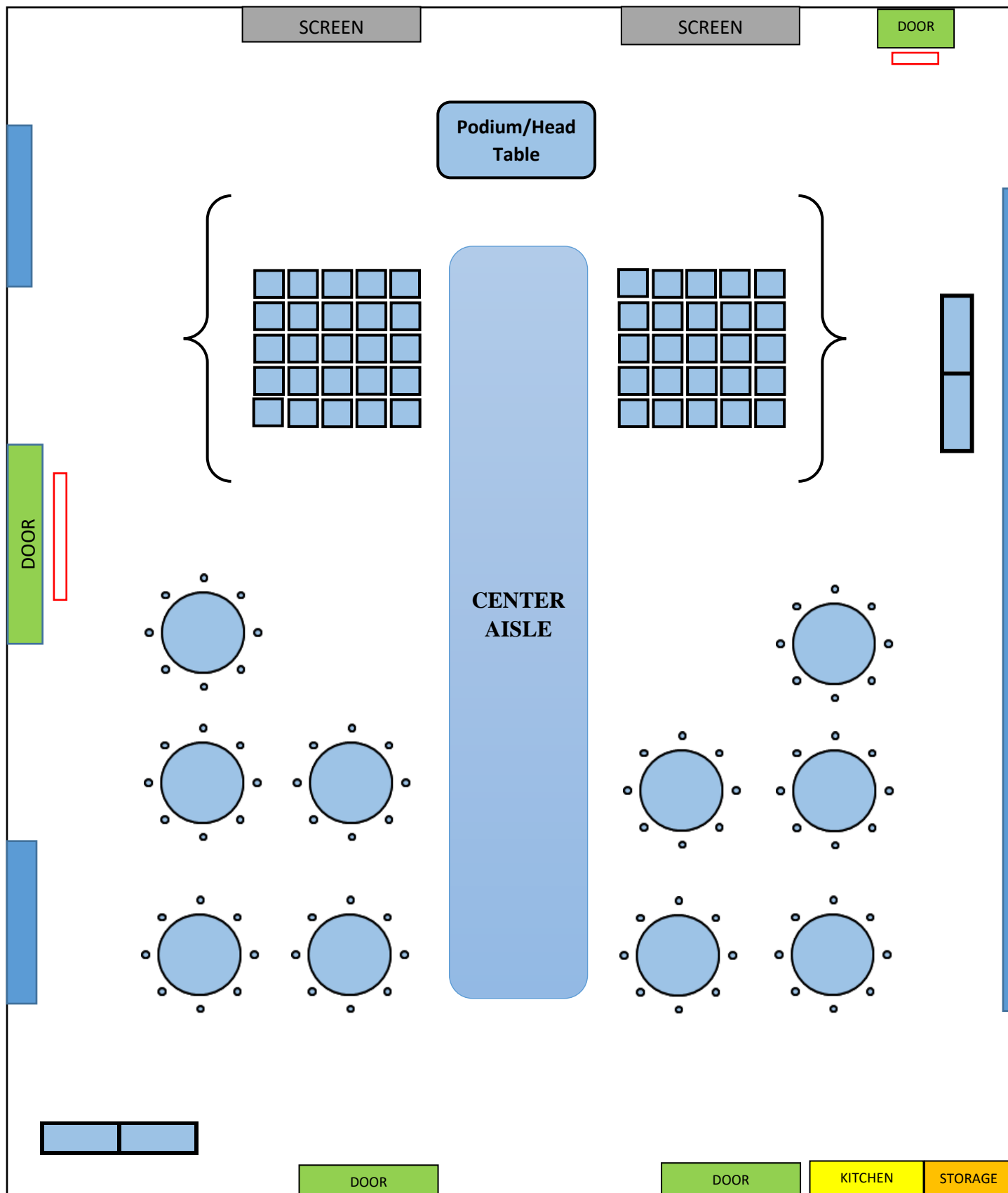




Room Dimensions  
73' 0" x 71' 4"

## Layout 8 Mock Set-up 112

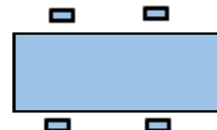
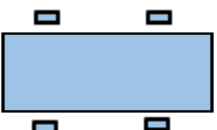
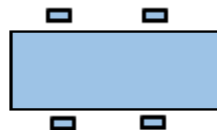
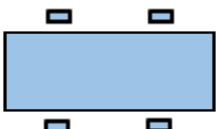
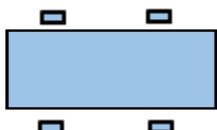
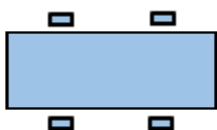
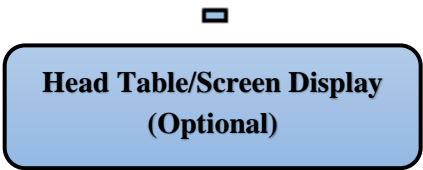
Lecture Hall  
Seating Style



# Option 9 Layout

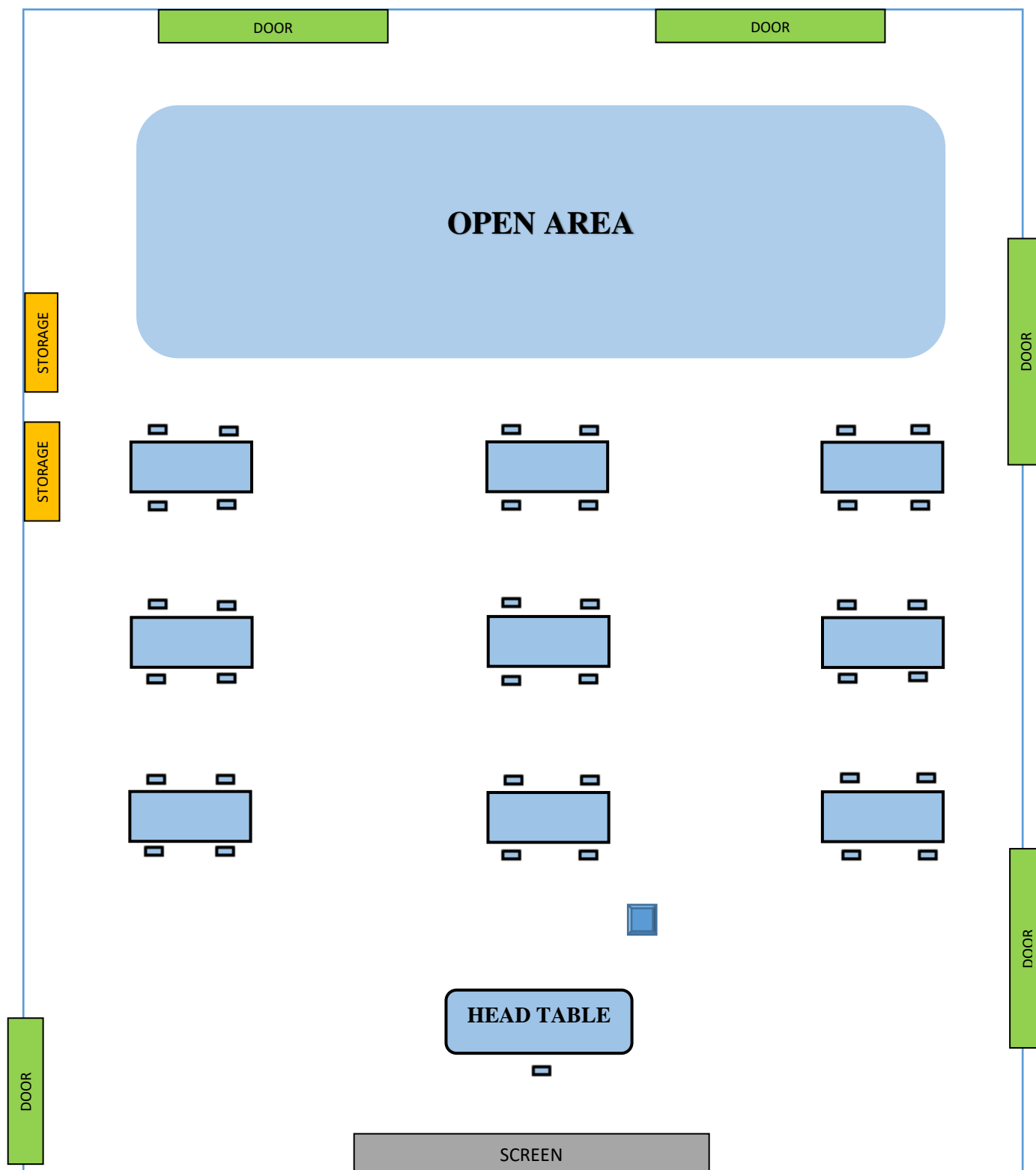
(Birthday/Celebratory Style)

\*Rcmd All Rooms



Room Dimensions  
49' 4" x 41' 4"

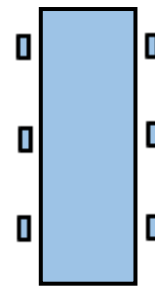
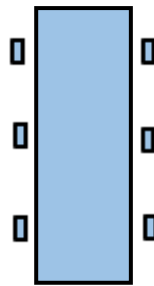
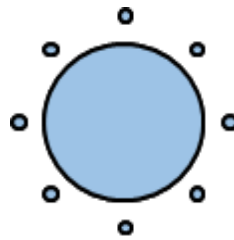
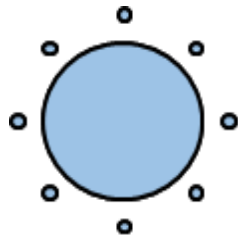
## Layout 9 Mock Set-up 101



# Option 10 Layout

(Birthday/Celebratory Style)

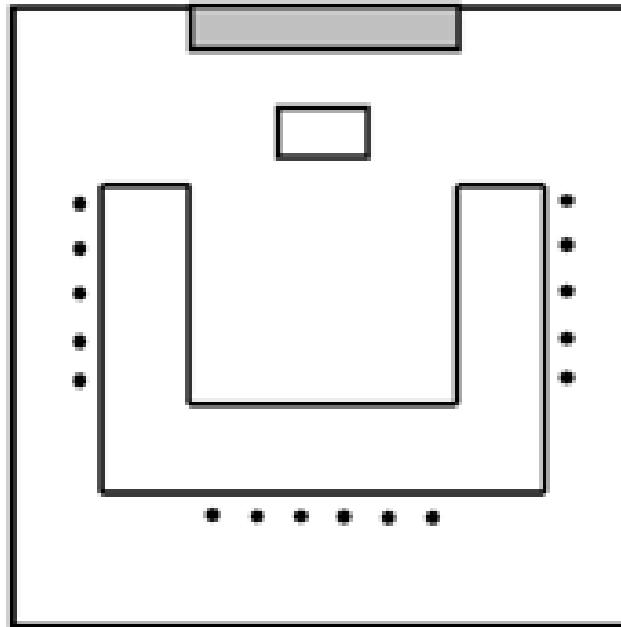
\*Rcmd All Rooms



# Option 11 Layout

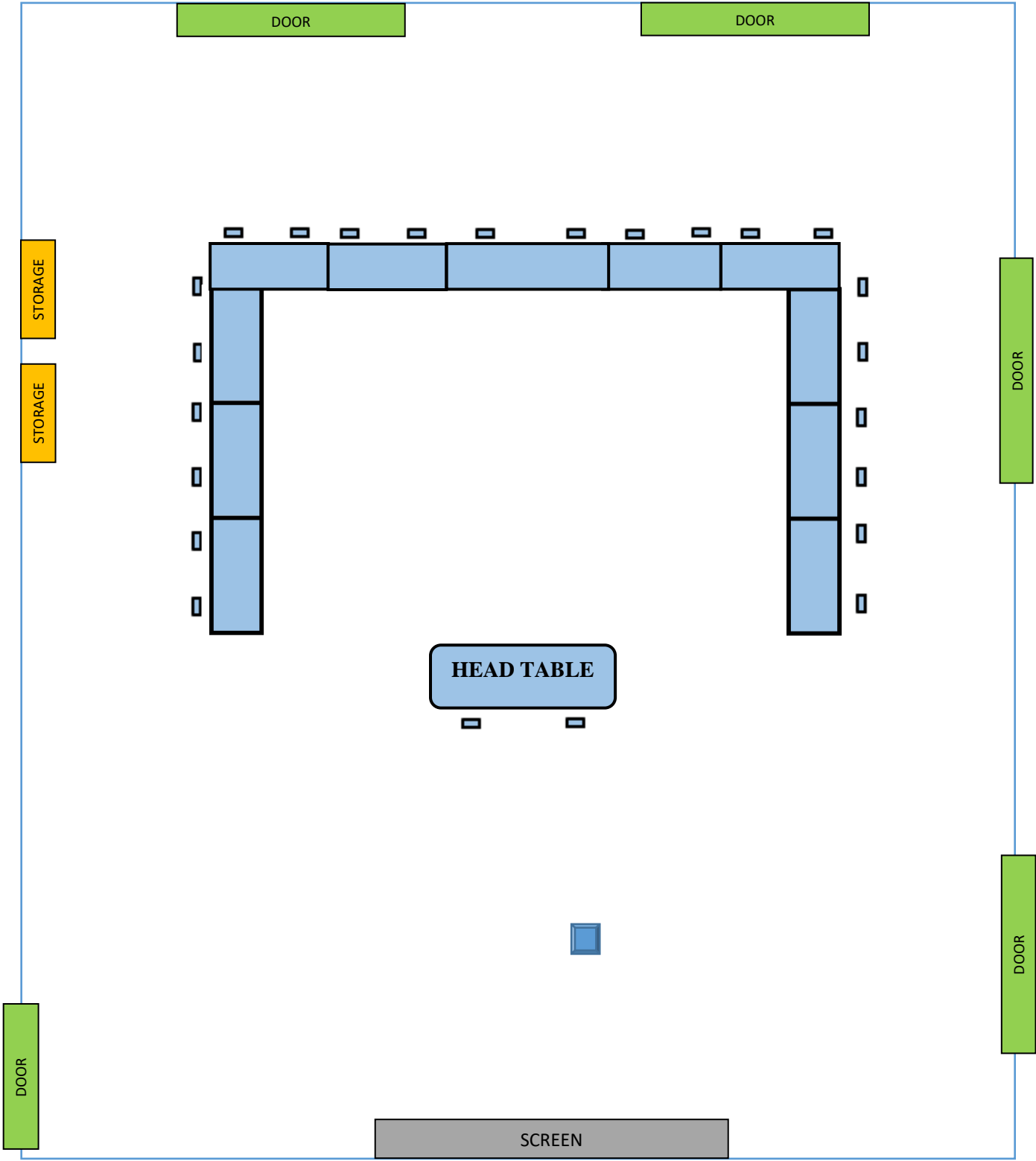
(U-Shape Style)

\*Rcmd All Rooms



Room Dimensions  
49' 4" x 41' 4"

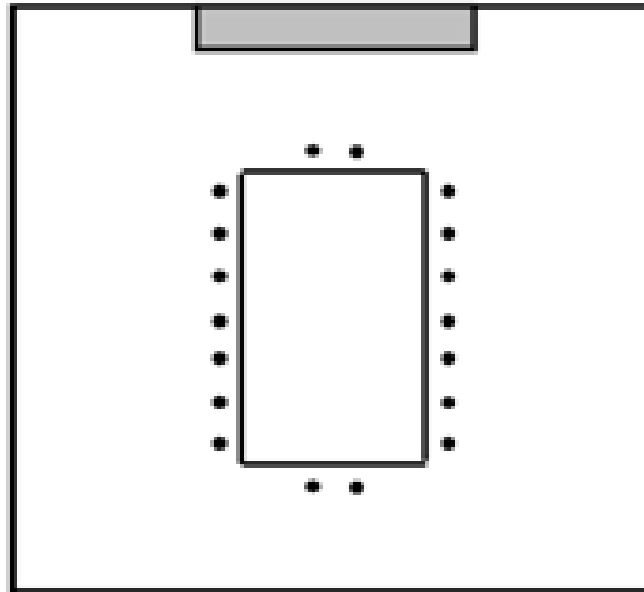
Layout 11 Mock Set-up 101



# Option 12 Layout

(Boardroom Style)

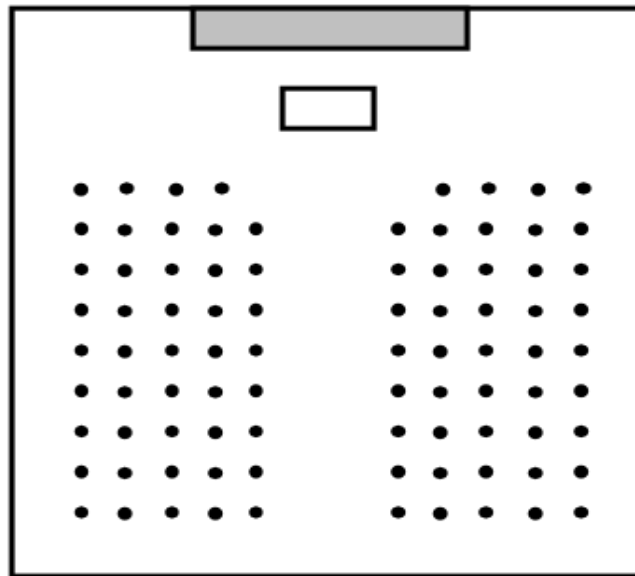
\*Rcmd All Rooms



# Option 13 Layout

(Theatre/Lecture Hall Style)

\*Rcmd All Rooms

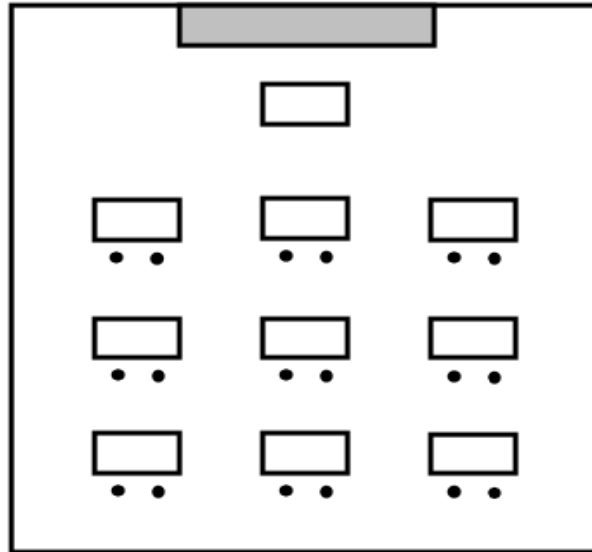




# Option 14 Layout

(Classroom/Seminar Style)

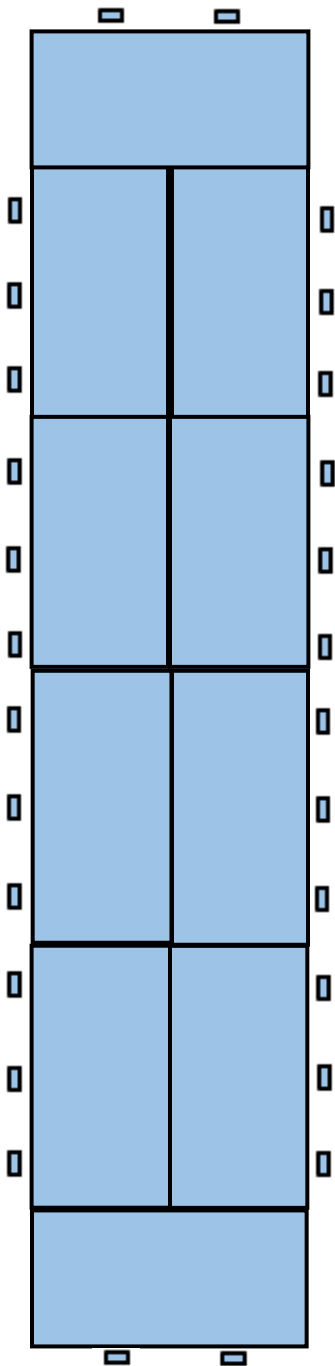
\*Rcmd All Rooms



# Option 15 Layout

\*Rcmd All Rooms

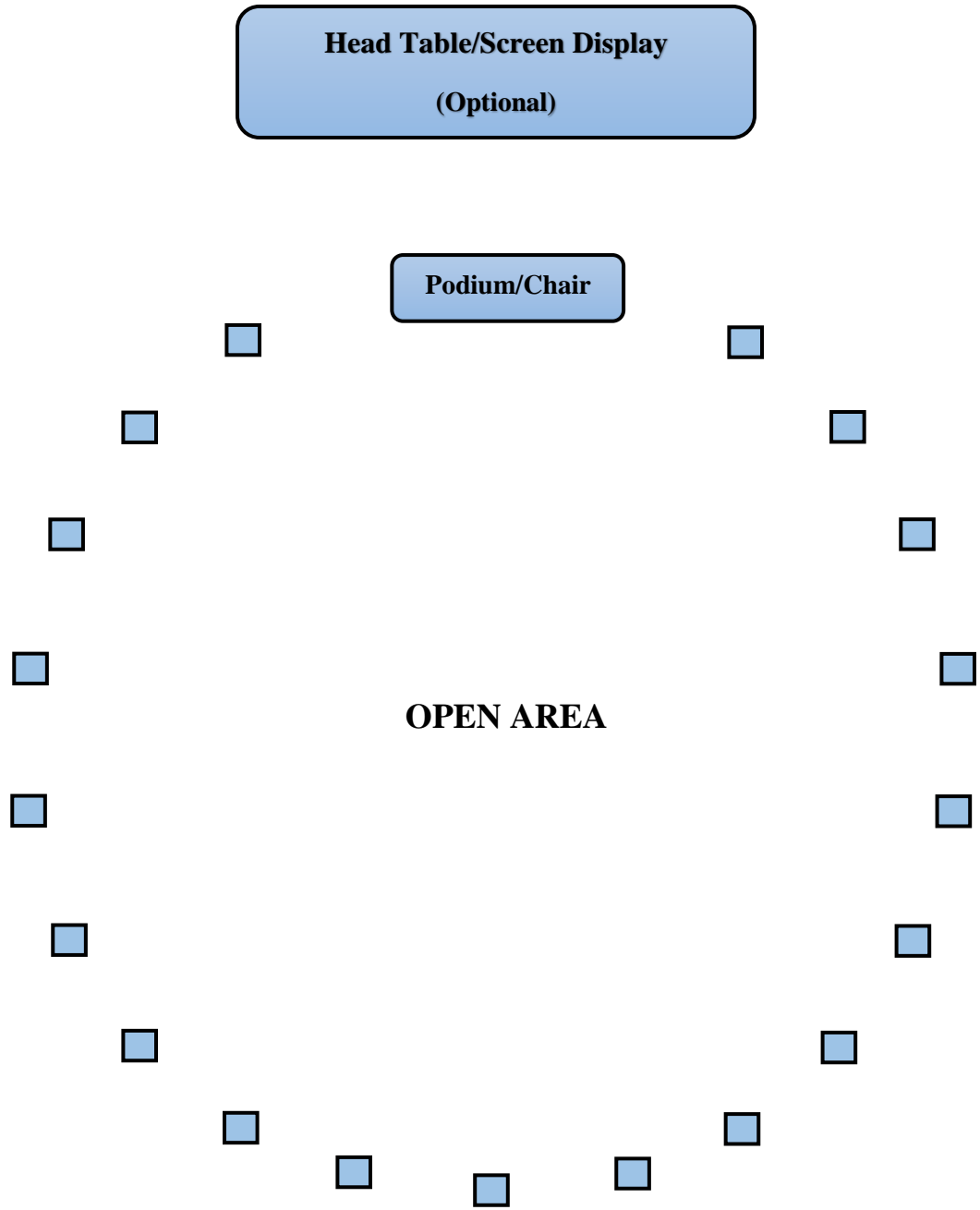
(Conference Style)



# Option 16 Layout

(Circle Style/Meeting Group)

\*Rcmd All Rooms



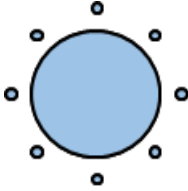

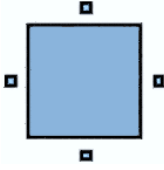

















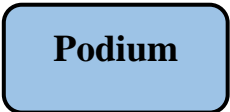



Option of head podium or chair












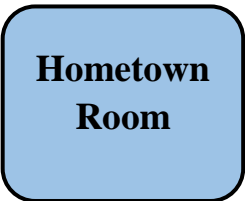

# REFERENCE KEY

\*\*\*A default layout option will always face towards the screens/monitors within the room, renters are able to change the direction of layouts when making their reservation.

		<ul style="list-style-type: none"> <li>➤ Standard Round Table</li> <li>➤ 60 inches</li> <li>➤ 29 inches to floor</li> <li>➤ 8 chairs per table <b>(MAX)</b></li> </ul>
		<ul style="list-style-type: none"> <li>➤ Standard Square Table</li> <li>➤ Approx. 36 inches</li> <li>➤ 4 chairs per table <b>(MAX)</b></li> </ul>
		<ul style="list-style-type: none"> <li>➤ Standard Rectangle Table</li> <li>➤ 5ft. 60L x 30W (inches)</li> <li>➤ 4 chairs <b>(recommended)</b></li> </ul>
		<ul style="list-style-type: none"> <li>➤ Standard Rectangle Table</li> <li>➤ 6ft. 72L x 24W (inches)</li> <li>➤ 4-6 chairs <b>(recommended)</b></li> </ul>
		<ul style="list-style-type: none"> <li>➤ Standard Chair</li> <li>➤ 18 inch seat</li> <li>➤ 18 inch back rest</li> </ul>

 		<ul style="list-style-type: none"> <li>➤ A red box indicates space or a gap that must be available for exits</li> <li>➤ All doors and exits must stay unobstructed from any nearby structure per city policy</li> </ul>
 		<ul style="list-style-type: none"> <li>➤ Screens approx. 115 inches wide</li> </ul>
		<ul style="list-style-type: none"> <li>➤ White Boards approx. 90 inches wide</li> </ul>
		<ul style="list-style-type: none"> <li>➤ Podiums will remain at the head of the room when AVI equipment is in use</li> </ul>
		<ul style="list-style-type: none"> <li>➤ The American Flag is available to everyone</li> <li>➤ Renters can request to have the American flag in their room during their rental</li> </ul>

<div data-bbox="233 195 446 308" data-label="Text"> <p><b>Kitchen</b></p> </div>		<ul style="list-style-type: none"> <li>➤ Kitchens are common areas to be shared at all times</li> </ul>
<div data-bbox="228 438 441 592" data-label="Text"> <p><b>Storage Areas</b></p> </div>		<ul style="list-style-type: none"> <li>➤ Storage areas are designated for city use <b>ONLY</b></li> </ul>
<div data-bbox="233 764 446 877" data-label="Text"> <p><b>Lighting</b></p> </div>		<ul style="list-style-type: none"> <li>➤ Each room has emergency lights that will/must stay on at all times</li> <li>➤ General room lighting can be adjusted per renters request</li> </ul>
<div data-bbox="203 1079 467 1192" data-label="Text"> <p><b>Thermostat</b></p> </div>		<ul style="list-style-type: none"> <li>➤ Thermostats can <b>ONLY</b> be adjusted by community center staff, please see front desk for assistance</li> <li>➤ All thermostats are programmed to a predetermined range</li> </ul>
<div data-bbox="214 1415 457 1528" data-label="Text"> <p><b>Restrooms</b></p> </div>		<ul style="list-style-type: none"> <li>➤ Restrooms are common areas to be shared at all times</li> </ul>

		<p>➤ There is a floor AV plate that is singular to Room 101, audio and visual will run through a podium next to this plate. (This should be taken into account when choosing a layout option)</p>
	<ul style="list-style-type: none"> <li>* Maximum Round Tables 28 at 8 chairs per table</li> <li>* Maximum Round Tables 32 at 7 chairs per table</li> <li>* Maximum Round Tables 32 at 6 chairs per table</li> </ul>	<p>Sunshine Room #112</p>
	<ul style="list-style-type: none"> <li>Maximum Round Tables 22 at 8 chairs per table</li> <li>* Maximum Round Tables 24 at 7 chairs per table</li> <li>* Maximum Round Tables 24 at 6 chairs per table</li> </ul>	<p>Waterfront Room #116</p>
	<ul style="list-style-type: none"> <li>*Maximum Round Tables 10 at 8 chairs per table</li> <li>* Maximum Round Tables 10 at 7 chairs per table</li> <li>* Maximum Round Tables 10-12 at 6 chairs per table</li> </ul>	<p>Hometown Room #101</p>
	<p>*The Exploration room does <b>NOT</b> have the capacity to hold round tables.</p> <p><b>*Recommended All Rooms</b></p>	<p>Exploration Room #114/115</p>

\* Please keep in mind that when choosing a layout option that has a dance floor, the more tables and chairs in the room the smaller the dance area will be. Rentals that desire a large dance floor should consider going up in room size. Rentals that meet maximum seating/standing capacity will not have the option of a dance floor.