

## The Forum | Overview of Room Features

The Forum includes four meeting rooms and an auditorium with an adjoining foyer and green room, which may be booked separately or together, for events and conferences. Below is a summary description of each room. To view photos and floor plans for each of these spaces, please visit our [website](#).

- [The Forum Room 301 and the Terrace](#)
- [The Terrace](#)
- [The Forum Room 315](#)
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- [The Forum Room 317](#)
- [The Auditorium](#)
- [The Foyer](#)
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### The Forum Room 301 and the Terrace

- Minimum two-hour rental.
- Can function as a stand-alone meeting room, a break-out room in conjunction with other meeting rooms, or as event space combined with the Terrace.
- Seats 35 people theatre style; 16-22 people with conference tables, depending on table configuration.
- Has windows on three sides; the south wall of windows faces the outside Terrace, which is automatically reserved when booking room 301.
- Included with this room are:
  - a choice of room setups using The Forum furnishings
  - podium with mic
  - presentation computer
  - wireless internet access
  - 90" monitor
  - two lavalier mics
  - assistive listening devices
  - remote slide advancer
  - conference phone
  - webcam
  - AV tech support on-call in the building

### The Terrace

- An outdoor event space rented in conjunction with Room 301, to which it is adjacent.
- Can be used for lunches, receptions, and breaks.
- Preset with all-weather furniture (six small tables and twelve chairs), which may be augmented with rental furniture.
- Overlooks 125<sup>th</sup> Street; entry is in hallway next to Room 301.

### **The Forum Room 315**

- Minimum two-hour rental.
- Can serve as a stand-alone meeting room, a break-out room in conjunction with other meeting rooms, or as a place for a private lunch or dinner.
- Seats 55 people theatre style; 16-30 people with conference tables, depending on table configuration.
- Included with this room are:
  - a choice of room setups using The Forum furnishings
  - podium with mic
  - presentation computer
  - wireless internet access
  - 90” monitor
  - two lavalier mics
  - assistive listening devices
  - remote slide advancer
  - conference phone
  - webcam
  - AV tech support on-call in the building

### **Forum Room 316**

- Minimum two-hour rental.
- Can serve as a stand-alone meeting room, a break-out room in conjunction with other meeting rooms, or flexible work or catering space for events in Room 315, which it adjoins.
- Seats 29 people theatre style; 8-18 people with conference tables, depending on table configuration.
- Included with this room are:
  - a choice of room setups using The Forum furnishings
  - podium with mic
  - presentation computer
  - wireless internet access
  - 80” monitor
  - two lavalier mics
  - assistive listening devices
  - remote slide advancer
  - conference phone
  - webcam
  - AV tech support on-call in the building

### **The Forum Room 317**

- Minimum two-hour rental.
- Can serve as a stand-alone meeting room, a break-out room in conjunction with other meeting rooms, or as the operations or staff room for a conference or event.
- Preset with a conference table and eight chairs; maximum capacity 10.
- Included with this room are:
  - conference phone
  - 80” monitor

- presentation computer
- wireless internet access
- remote slide advancer
- webcam
- AV tech support on-call in the building

## **The Auditorium**

- The Auditorium, The Forum's most spectacular feature, has a capacity of 438, including space for 5 wheelchairs. The main entry to the Auditorium is on the 2<sup>nd</sup> floor, with additional entries on the 3<sup>rd</sup> floor.
- There is a 3-hour minimum to rent the Auditorium, which includes use of the Green Room. The Green Room includes a private restroom, closet, and seating for up to four people, and is stocked with various amenities for speakers.
- Food and drink are not allowed in the Auditorium, with the exception of water in covered containers.
- The Auditorium has fixed seating and is designed for lectures, presentations, and conference usage, including informal movie playback and simple theatrical and live music events.
- While most Auditorium events are general admission, with seating filled on a first-come, first-served basis, all rows and seats are numbered, allowing for assigned or ticketed seating options as well.
- The Auditorium AV options include:
  - projector and screen
  - podium with mic
  - presentation computer
  - wireless internet access
  - wireless mics
  - confidence monitor
  - assistive listening devices
  - remote slide advancer
  - preset theatrical lighting
  - theatre sound system
  - live camera feed to the Foyer, Auditorium lobby, and Green Room monitors
  - basic lecture capture
  - limited video-conferencing
  - up to three AV technical support staff
- On the external periphery of the Auditorium, there are three wall-mounted monitors that can be used for event-related announcements as well as a live-feed from the Auditorium.

## **The Foyer**

- The Foyer, located on the 2<sup>nd</sup> floor of The Forum adjacent to the Auditorium, has a two-hour minimum for rental. This space can be used for receptions, breaks, and special events for up to 175 people.
- The Foyer has a wall-mounted digital monitor for event-related signage.

- A selection of room setup options for the Foyer, drawing on The Forum's in-house furniture stock, is available. In consultation with Forum staff, event sponsors can arrange for rentals of additional furniture to suit the needs of their event.
- The Foyer does not have any built in AV; however, with advance consultation with The Forum production staff, arrangements can be made for a podium with microphone, a speaker system, and a large monitor.

### **The Green Room**

- Located in the hallway adjacent to the Auditorium, the Green Room includes mirrors, a private restroom, closet, fabric steamer, lozenges, a monitor with live camera feed from the Auditorium, and seating for four people.
- The Green Room is also available as a standalone rental space for photo shoots, podcasting and select other activities. Contact The Forum staff for more information.

### **The Auditorium and The Foyer**

- While the Auditorium and Foyer may be rented together, this works only for events with 175 guests or less due to the limited occupancy of the Foyer. The Auditorium, The Forum's most spectacular feature, has a capacity of 438, including space for 5 wheelchairs, while the Foyer, which is adjacent to the Auditorium, has a capacity of only 176 (including staff). Thus, the Foyer can be used for coffee breaks and receptions for events in the Auditorium only when the event has 175 people or less.
- The Auditorium and Foyer combination has a 3-hour minimum rental and includes use of the Green Room. The Green Room includes a private restroom, closet, seating for up to four people, and is stocked with various amenities for speakers.
- The Auditorium has fixed seating and is designed for lectures, presentations, and conference usage, including informal movie playback and simple theatrical and live music events.
- While most Auditorium events are general admission, with seating filled on a first-come, first-served basis, all rows and seats are numbered, allowing for assigned or ticketed seating options as well.
- Food and drink are not allowed in the Auditorium, with the exception of water in covered containers.
- The Auditorium AV options include a projector and screen; podium with mic; presentation computer; wireless internet access; wireless mics; confidence monitor; assistive listening devices; remote slide advancer; preset theatrical lighting; theatre sound system; live camera feed to the Foyer, Auditorium lobby, and Green Room monitors; basic lecture capture; limited video-conferencing; and up to three AV technical support staff.
- The Foyer, a flexible event space, can be used for receptions, breaks, and special events. The Foyer and Auditorium lobby include 3 monitors that provide live-feed from the auditorium and can be used for event-related announcements. We have a selection of room setup options for the Foyer drawing on The Forum's in-house event furniture. In consultation with Forum staff, event sponsors can arrange for AV for the Foyer as well as the rental of additional furniture to suit the needs of the event.