

MEETING AND CONFERENCE ROOMS

SUMMARY

The Internal Services Department (ISD) coordinates the use of general purpose meeting and conference rooms in certain ISD-managed buildings as described below.

PROCEDURE

1. Contact the building manager's office at the phone number indicated below to schedule a room. Please note that the use of a room, after normal working hours, will result in an hourly after-hours charge, as specified in the applicable edition of the "Budget Manual".
2. The Building Manager may have additional audio/visual equipment available for check-out. Please contact the individual building manager's office for information.

Stephen P. Clark Center, 111 N.W. 1st Street

Conference Room 18-1	Capacity: 18-20 (conference style)
Conference Room 18-2	Capacity: 40 (audience style) / 18 (classroom style)
Conference Room 18-3	Capacity: 40 (audience style) / 18 (classroom style)
Conference Room 18-4	Capacity: 40 (audience style) / 18 (classroom style)
Conference Rooms 18-2, 18-3, 18-4 with partition wall open.	Capacity: 120 (audience style) / 60 (classroom style)

Joseph Caleb Center, 5400 N.W. 22nd Avenue
Meeting Room, 1st Floor Capacity: 20 – 300 (with partitions open – single use)

South Dade Government Center, 10701 Cutler Ridge Boulevard
Meeting Room, 1st Floor Capacity: 40 (audience/classroom style)

Overtown Transit Village North, 701 NW 1 CT
Meeting Room, 1st Floor Capacity: 60 (audience style) / 20 (classroom style)

CONTACT(S): Department/Division

Stephen P. Clark Center, 111 N.W. 1st Street, Contact (305) 375-2616

Joseph Caleb Center, 5400 N.W. 22nd Avenue, Contact (305) 636-2250

South Dade Government Center, 10701 Cutler Ridge Boulevard, Contact (305) 232-3831

Overtown Transit Village North, 701 NW 1 CT, Contact (786) 469-2052