

Marshall University Forensic Science Center

Annex Room Setups for A117

Below are the available room setup styles for, room A117, classroom facilities in the MUFSC Annex Building. There is an area on the Application where you can indicate which setup design you prefer.

MUFSC Annex building hours, including entering the facilities and parking, are: **Monday thru Friday 7:00am to 4:30pm**

Special Functions are not necessarily restricted to the above hours of operation.

Maximum room capacity is 30 people, with the use of up to 15 movable tables (two persons per table).

If you have any questions please telephone Jan Weece, Facilities Officer, at 304-691-8957.

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Physical Address:	<input type="text"/>		
Telephone Number:	<input type="text"/>	Email Address:	<input type="text"/>
Date of Event:	<input type="text"/>	Event Start Time:	<input type="text"/>

Please select your room setup style:

- Lecture A Lecture B Conference Reception 1 Reception 2 Reception 3



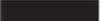
Do you need an area in the lobby for sign-in or registration?

- Yes No

Do you need tables in the lobby for food and beverage buffet?

- Yes No

Legend

- Chair 
Table 
Podium 

Catering information for your event can be found at: <http://www.marshall.edu/dining-services>

Thank you for completing this form, your answers will help us provide you with timely preparation for events.

If you would prefer to send a hardcopy of this form:

Press the Print Form button
Fax your printed form to:
Jan Weece, Facilities Officer
304-691-8929