**NACDD Headquarters Faciliaties Space Considerations**

Below is information about the facilities available at both Task Force offices. For assistance scheduling an event at the new Task Force building, please work directly with the Meeting Planning and Events Team.

***Please note:***

* Our facilities do not offer rentals for tables, chairs, etc…the furniture the Task Force provides is the only furniture that can be used.
* The Task Force has strict rules against affixing items to the walls that leave any residual marks or damage.
* While the Task Force generally will handle the setup, break down, and clean up, NACDD staff and consultants are asked to leave minimal items behind when meetings conclude.
* To initiate meeting support, the Meeting and Events Form is located on the Consultants Form page on our website.

**325 SWANTON WAY BLDG.**

|  |  |
| --- | --- |
| Room Name | Room Set Style |
| Foege A | Classroom: 50Reception: 80PodStyle: 30U-Shape: 35-40 |
| Foege B | Classroom: 25Reception: 30PodStyle: 20U-Shape: 25 |
| Foege A/B | Classroom: 80Reception: 100PodStyle: 50U-Shape: 55-60 |

**PONCE DE LEON BLDG.**

|  |  |
| --- | --- |
| Name | Room Set Style |
| Room A | Classroom: 70Reception: 80-100PodStyle: 60 (pods of 4 people)PodStyle: 30 (pods of 6 people)U-Shape: 50 |
| Room B | Classroom: 36Reception: 60PodStyle: 10 (pods of 4 people)PodStyle: 5 (pods of 6 people)U-Shape: 25 |
| Room A/B | Classroom: 100Reception: 120PodStyle: 80 |