

MEETING SPACE CAPACITY CHART

maximum capacity without A/V or riser

Room Name	Length	Width	Ceiling Height	Square Footage	Classroom (3)	Theatre	Conference	Banquet	U-Shape	Reception	Hollow Square	Exhibit Space 8 x 10	Exhibit Space 10 x 10
LOBBY LEVEL													
Potomac Ballroom	50'	94'	12'	4,700	270	500	120	360	120	450	120	30	24
Potomac Ballroom I	50'	32'	12'	1,600	90	150	40	120	40	150	40	10	8
Potomac Ballroom II	50'	30'	12'	1,500	90	120	40	120	40	150	40	10	8
Potomac Ballroom III	50'	32'	12'	1,600	90	120	40	120	40	150	40	10	8
Potomac Ballroom I & II	50'	62'	12'	3,000	180	240	80	240	80	300	80	20	16
Potomac II & III	50'	62'	12'	3,000	180	240	80	240	80	300	80	20	16
Colvin Run	24'	58'	9'	1,392	60	100	30	100	30	100	44	16	12
Colvin Run I	24'	28'	9'	672	30	50	15	50	15	50	22	8	6
Colvin Run II	24'	30'	9'	720	30	50	15	50	15	50	22	8	6
2nd Floor													
Executive Boardroom I	24'	16'	8'	412	n/a	n/a	12	12	n/a	n/a	n/a	n/a	n/a
Executive Boardroom II	24'	18'	8'	432	n/a	n/a	12	14	n/a	n/a	n/a	n/a	n/a
Fairfax Room	31'	21'	12'	852	30	50	20	40	20	75	24	n/a	n/a
3rd Floor Above Health club													
Piedmont	53'	42'	8'	2,200	120	160	50	130	50	150	50	n/a	n/a
Piedmont I				1,266	60	80	25	70	25	75	25	n/a	n/a
Piedmont II				1,008	60	80	25	60	25	75	25	n/a	n/a
Lower level below Health Club													
Tarara	40'	21'	8'	840	40	90	24	60	25	80	24	n/a	n/a
Chrysalis	40'	21'	8'	840	40	90	24	60	25	80	24	n/a	n/a
Corcoran	20'	12'	8'	240	20	50	16	30	15	20	12	n/a	n/a
Veritas	30'	19'	8'	570	20	50	16	30	15	30	12	n/a	n/a
On First three floors													
Parlors (6)	35'	21'	8'	735	n/a	25	16	20	15	20	n/a	n/a	n/a
THIRD FLOOR Over Main Lobby													
Red Fox	n/a	n/a	n/a	3,400	n/a	175	n/a	200	n/a	250	n/a	n/a	n/a
Mosby	38'	29'	9'	1,102	51	100	16	110	30	140	34	n/a	n/a
Sterling					18	25		20	15	20	n/a	n/a	n/a
MAIN LEVEL/EXHIBIT AREA:													
Belmont	139'	57'	18'	7,923	500	800	240	600	200	720	180	64	40
Belmont I	32'	57'	18'	1,824	125	200	60	150	50	180	45	16	9
Belmont II	33'	57'	18'	1,881	125	200	60	150	50	180	45	16	9
Belmont III	33'	56'	18'	1,848	125	200	60	150	50	180	45	16	9
Belmont IV	41'	48'	18'	1,968	125	200	60	150	50	180	45	16	9
Belmont I & II	65'	57'	18'	3,705	250	400	120	300	100	360	90	32	18
Belmont II & III	66'	57'	18'	3,762	250	400	120	300	100	360	90	32	18
Belmont III & IV	74'	56'	18'	4,144	250	400	120	300	100	360	90	32	18
Belmont I, II & III	98'	57'	18'	5,586	375	600	180	450	150	540	135	48	27
Belmont II, III & IV	107'	56'	18'	5,992	375	600	180	450	150	540	135	48	27
Belmont Foyer			18'	4,159						560		30	26
Sully	41	40'	12'	1,640	80	100	30	100	40	180	40	14	8

Hollow square style is only recommended for room size between 300 and 2000 sq ft

A conference style layout is not recommended for room size larger than 1000 sq ft