

MEETING SPACE CAPACITY CHART

maximum capacity with standard 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	252	300	100	300	120	450	120	30	24
Potomac Ballroom I	50'	32'	12'	1,600	84	100	30	100	40	150	40	10	8
Potomac Ballroom II	50'	30'	12'	1,500	84	100	30	100	40	150	40	10	8
Potomac Ballroom III	50'	32'	12'	1,600	84	100	30	100	40	150	40	10	8
Potomac Ballroom I & II	50'	62'	12'	3,000	168	200	60	200	80	300	80	20	16
Potomac II & III	50'	62'	12'	3,000	168	200	60	200	80	300	80	20	16
Colvin Run	24'	58'	9'	1,392	42	80	20	70	44	100	40	16	12
Colvin Run I	24'	28'	9'	672	21	40	10	30	22	50	20	8	6
Colvin Run II	24'	30'	9'	720	21	40	10	30	22	50	20	8	6
2nd Floor													
Executive Boardroom I	24'	16'	8'	412	n/a	n/a	12	n/a	n/a	n/a	n/a	n/a	n/a
Executive Boardroom II	24'	18'	8'	432	n/a	n/a	12	n/a	n/a	n/a	n/a	n/a	n/a
Fairfax Room	31'	21'	12'	852	20	40	18	40	20	75	24	n/a	n/a
3rd Floor Above Health club													
Piedmont	53'	42'	8'	2,200	100	140	40	100	50	150	50	n/a	n/a
Piedmont I				1,266	50	70	20	50	25	75	25	n/a	n/a
Piedmont II				1,008	50	70	20	50	25	75	25	n/a	n/a
Lower level below Health Club													
Tarara	40'	21'	8'	840	30	80	20	50	25	80	24	n/a	n/a
Chrysalis	40'	21'	8'	840	30	80	20	50	25	80	24	n/a	n/a
Corcoran	20'	12'	8'	240	8	20	20	50	9	15	n/a	n/a	n/a
Veritas	30'	19'	8'	570	30	70	20	50	25	30	12	n/a	n/a
On First three floors													
Parlors (6)	35'	21'	8'	735	n/a	25	12	16	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	150	16	160	25	250	24	n/a	n/a
Mosby	38'	29'	9'	1,102	45	80	16	80	30	140	34	n/a	n/a
Sterling					15	25	16	20	9	20	n/a	n/a	n/a
MAIN LEVEL/EXHIBIT AREA:													
Belmont	139'	57'	18'	7,923	460	750	220	560	200	720	180	64	10
Belmont I	32'	57'	18'	1,824	115	185	55	140	50	180	45	16	9
Belmont II	33'	57'	18'	1,881	115	185	55	140	50	180	45	16	9
Belmont III	33'	56'	18'	1,848	115	185	55	140	50	180	45	16	9
Belmont IV	41'	48'	18'	1,968	115	185	55	140	50	180	45	16	9
Belmont I & II	65'	57'	18'	3,705	230	370	110	280	100	360	90	32	18
Belmont II & III	66'	57'	18'	3,762	230	370	110	280	100	360	90	32	18
Belmont III & IV	74'	56'	18'	4,144	230	370	110	280	100	360	90	32	18
Belmont I, II & III	98'	57'	18'	5,586	345	555	165	420	150	540	135	48	27
Belmont II, III & IV	107'	56'	18'	5,992	345	555	165	420	150	540	135	48	27
Belmont Foyer			18'	4,159	n/a	n/a	n/a	n/a	n/a	560	n/a	30	36
Sully	41'	40'	12'	1,640	65	90	24	80	32	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