Montreat Conference Center

Meeting Space Definitions & Explanations

Capacity chart begins on page 2.

Room Setups	
Theatre Chairs Setup	Chairs in theatre-style arrangement
Circle of Chairs Setup	Chairs oriented around the outside perimeter of the space.
Classroom Setup	Tables with two chairs on one side (two total chairs).
Round Tables Setup	Round tables with 8 chairs oriented around it.
Board Room Setup	Tables with two chairs facing the center of the room arranged around the perimeter.
U-Shaped Table Setup	Tables with two chairs facing the center of the room arranged around the perimeter of the space with an opening to access the center.
Table Sizes	
Standard Tables	6' x 2.5' rectangular tables
Classroom Tables	6' x 1.5' rectangular tables
Round Tables	5' diameter round tables
Left Bank Tables	5' x 2.5' rectangular tables. **PLEASE NOTE:** These tables are only located in the Belk Center at Left Bank.
Chairs	Chair sizes vary depending on your location on campus.
Equipment	
WiFi	WiFi is available in a space. WiFi name is either "Montreat Public" or will be listed in a visible area in the meeting space.
Refriderator	A refrigerator to put items that need refrigeration.
Stage	A permanent stage exists in a space. It cannot be moved. **PLEASE NOTE:** Only Convocation Hall has the option for a portable stage if necessary.
Sound System	A permanent sound system is installed in a space with a dedicated sound board and audio inputs. A portable sound system is available upon request and generally consists of a speaker and a microphone.
Stage Lighting	Permanently installed lighting for a stage area. Lighting can be dimmed but not directionally changed.
Projector	A permanent project is installed into the space and has a dedicated access location in the room, for example, at the front of the room. It cannot be moved. A portable projector is available upon request and will be set up on a folding table.
Projector Screen	A permanent projector screen is installed on a wall or ceiling of a room. It cannot be moved. A collapsible portable projector screen is available upon request.
Piano	Upright piano.
Bleacher Seating	Permanent raised, tiered rows of benches.
Catering Kitchen	A catering kitchen includes a microwave, ice machine, and a fridge/freezer.
TV	A television is available in this space either because it is permanently installed or can be moved into the space on a rolling media station.
Elevator	Space can be accessed by an elevator.
Closed in Winter	Space is not winterized and cannot be rented October through April.

Montreat Conference Center

Meeting Space Capacity & Equipment

Chart updated 05/04/2026

Meeting Space	General Dimensions (L x W)	Area (sq ft)	Max No. Tables (Max No. People)							Ammenities (Notes)
			Theater *No. People*	Circle of Chairs *No. People*	Classroom *(Narrow Tables)*	Classroom *(Standard Tables)*	Round Tables	Board Room	U-Shaped	
Anderson Auditorium										
Upper Anderson	75' x 45'	3401 ft^2	250	Special	30 (60)	25 (50)	20 (160)	14 (28)	11 (22)	WiFi, Permanent Stage, Sound System, Stage Lighting, Projector, Projector Screen, Piano, Catering Kitchen, Elevator
Assembly Inn										
Upper Lobby	54' x 69'	3791 ft^2	x	x	x	x	x	x	x	WiFi, TV, Elevator
Belk Meeting Room (AI 1)	20' x 49'	1014 ft^2	50	35	12 (24)	10 (20)	5 (40)	10 (20)	9 (18)	WiFi, Sound System, Projector, Projector Screen, Piano
Convocation 1	16' x 27'	453 ft^2	30	25	8 (16)	4 (8)	3 (24)	6 (12)	5 (10)	WiFi, Projector Screen
Convocation Hall (Fireplace Arrangement)	60' x 42'	2562 ft^2	215	50	25 (50)	20 (40)	14 (112)	18 (36)	14 (28)	WiFi, Sound System, Projector, Projector Screen, Piano, Catering Kitchen
Dickson Meeting Room (AI 218)	13' x 37'	506 ft^2	25	25	5 (10)	4 (8)	2 (16)	6 (12)	x	WiFi, Projector Screen, Elevator
Dowd Meeting Room (AI 251)	12' x 37'	465 ft^2	25	25	5 (10)	4 (8)	2 (16)	6 (12)	x	WiFi, Projector Screen, Elevator
FPC Dallas Meeting Room (AI 2)	19' x 24'	468 ft^2	25	25	7 (14)	6 (12)	3 (24)	6 (12)	5 (10)	WiFi, Projector Screen
Idlewild Presbyterian Meeting Room (AI 303)	17' x 24'	424 ft^2	25	25	8 (16)	6 (12)	3 (24)	6 (12)	5 (10)	WiFi, Projector Screen, Elevator
Jeffrey Meeting Room (AI 234)	17' x 23'	419 ft^2	25	25	8 (16)	6 (12)	3 (24)	6 (12)	5 (10)	WiFi, Projector Screen, Elevator
Montreat Presbyterian Meeting Room (AI 334)	24' x 18'	432 ft^2	25	25	8 (16)	6 (12)	3 (24)	6 (12)	5 (10)	WiFi, Projector Screen, Elevator

Meeting Space	General Dimensions (L x W)	Area (sq ft)	Theater *No. People*	Circle of Chairs *No. People*	Classroom *(Narrow Tables)*	Classroom *(Standard Tables)*	Round Tables	Board Room	U-Shaped	Ammenities (Notes)
Query Lakeside Meeting Room	15' x 33'	517 ft^2	30	25	12 (24)	4 (8)	3 (24)	6 (12)	5 (10)	WiFi, Projector Screen, Elevator
Barn	72' x 87'	6375 ft^2	200	Special	30 (60)	25 (50)	16 (128)	14 (28)	11 (22)	WiFi, Portable Stage, (Closed in Winter)
Belk Center at Left Bank										
Lower Left Bank	33' x 17'	583 ft^2	35	25	10 (20)	6 (12)	4 (32)	12 (24)	10 (20)	WiFi, Elevator
Upper Left Bank	33' x 17'	583 ft^2	35	25	10 (20)	6 (12)	4 (32)	12 (24)	10 (20)	WiFi, Elevator
Bell Building										
Bell A			30	25	8 (16)	6 (12)	3 (24)	8 (16)	6 (12)	
Bell B			30	25	8 (16)	6 (12)	3 (24)	8 (16)	6 (12)	
Freeland Hall										
Lower Freeland	30' x 62'	1922 ft^2	50	35	12 (24)	10 (20)	5 (40)	8 (16)	7 (14)	WiFi, Piano, Elevator
Upper Freeland - Entrance/Georgia Terrace	17' x 48'	860 ft^2	24	24	6 (12)	6 (12)	2 (16)	6 (12)	5 (10)	WiFi, Elevator
Upper Freeland - Assembly Drive	40' x 65'	2632 ft^2	140	50	20 (40)	18 (36)	18 (140)	10 (20)	9 (18)	WiFi, Piano, Elevator
Moore Center										
Thompson Brown Meeting Space	43' x 31'	1363 ft^2	115	60	17 (34)	14 (28)	8 (64)	12 (24)	10 (20)	WiFi, Projector Screen
Walkup Building										
Walkup, Full Building	46' x 31'	1426 ft^2	120	90	20 (40)	14 (28)	10 (80)	14 (28)	13 (26)	WiFi, Projector Screen
Walkup A	22' x 31'	682 ft^2	30	50	10 (20)	10 (20)	5 (30)	8 (16)	7 (14)	WiFi, Projector Screen
Walkup B	24' x 31'	747 ft^2	30	50	10 (20)	10 (20)	5 (30)	8 (16)	7 (14)	WiFi
Wayout Building										
Wayout A	38' x 31'	1178 ft^2	80	50	16 (32)	12 (24)	5 (40)	10 (20)	8 (16)	WiFi, Projector Screen, (Closed in Winter)
Wayout B	13' x 18'	253 ft^2	25	25	6 (12)	4 (8)	2 (16)	6 (12)	5 (10)	WiFi, (Closed in Winter)
Wayout C	25' x 15'	391 ft^2	25	25	6 (12)	4 (8)	2 (16)	6 (12)	5 (10)	WiFi, (Closed in Winter)