

# Montreat Conference Center

## Meeting Space Definitions & Explanations

Capacity chart begins on page 2.

Room Setups	
<b>Theatre Chairs Setup</b>	Chairs in theatre-style arrangement
<b>Circle of Chairs Setup</b>	Chairs oriented around the outside perimeter of the space.
<b>Classroom Setup</b>	Tables with two chairs on one side (two total chairs).
<b>Round Tables Setup</b>	Round tables with 8 chairs oriented around it.
<b>Board Room Setup</b>	Tables with two chairs facing the center of the room arranged around the perimeter.
<b>U-Shaped Table Setup</b>	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	
<b>Standard Tables</b>	6' x 2.5' rectangular tables
<b>Classroom Tables</b>	6' x 1.5' rectangular tables
<b>Round Tables</b>	5' diameter round tables
<b>Left Bank Tables</b>	5' x 2.5' rectangular tables.
	<b>PLEASE NOTE:</b> These tables are only located in the Belk Center at Left Bank.
<b>Chairs</b>	Chair sizes vary depending on your location on campus.
Equipment	
<b>WiFi</b>	WiFi is available in a space. WiFi name is either "Montreat Public" or will be listed in a visible area in the meeting space.
<b>Refridgerator</b>	A refridgerator to put items that need refridgeration.
<b>Stage</b>	A permanent stage exists in a space. It cannot be moved.
	<b>PLEASE NOTE:</b> Only Convocation Hall has the option for a portable stage if necessary.
<b>Sound System</b>	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.
<b>Stage Lighting</b>	Permanently installed lighting for a stage area. Lighting can be dimmed but not directionally changed.
<b>Projector</b>	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.
<b>Projector Screen</b>	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.
<b>Piano</b>	Upright piano.
<b>Bleacher Seating</b>	Permanent raised, tiered rows of benches.
<b>Catering Kitchen</b>	A catering kitchen includes a microwave, ice machine, and a fridge/freezer.
<b>TV</b>	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.
<b>Elevator</b>	Space can be accessed by an elevator.
<b>Closed in Winter</b>	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)	Theater No. People	Circle of Chairs No. People	Max No. Tables (Max No. People)					Ammenities (Notes)
					Classroom (Narrow Tables)	Classroom (Standard Tables)	Round Tables	Board Room	U-Shaped	
<b>Anderson Auditorium</b>										
Upper Anderson	75' x 45'	3401 ft <sup>2</sup>	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
<b>Assembly Inn</b>										
Upper Lobby	54' x 69'	3791 ft <sup>2</sup>	x	x	x	x	x	x	x	WiFi, TV, Elevator
Belk Meeting Room (AI 1)	20' x 49'	1014 ft <sup>2</sup>	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 <sup>2</sup>	30	25	8 (16)	4 (8)	3 (24)	6 (12)	5 (10)	WiFi, Projector Screen
Convocation Hall (Fireplace Arrangement)	60' x 42'	2562 ft <sup>2</sup>	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 <sup>2</sup>	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 <sup>2</sup>	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 <sup>2</sup>	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 <sup>2</sup>	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 <sup>2</sup>	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 <sup>2</sup>	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 <sup>2</sup>	30	25	12 (24)	4 (8)	3 (24)	6 (12)	5 (10)	WiFi, Projector Screen, Elevator
<b>Barn</b>	72' x 87'	6375 ft <sup>2</sup>	200	Special	30 (60)	25 (50)	16 (128)	14 (28)	11 (22)	WiFi, Portable Stage, (Closed in Winter)
<b>Belk Center at Left Bank</b>										
Lower Left Bank	33' x 17'	583 ft <sup>2</sup>	35	25	10 (20)	6 (12)	4 (32)	12 (24)	10 (20)	WiFi, Elevator
Upper Left Bank	33' x 17'	583 ft <sup>2</sup>	35	25	10 (20)	6 (12)	4 (32)	12 (24)	10 (20)	WiFi, Elevator
<b>Bell Building</b>										
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)	
<b>Freeland Hall</b>										
Lower Freeland	30' x 62'	1922 ft <sup>2</sup>	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 <sup>2</sup>	24	24	6 (12)	6 (12)	2 (16)	6 (12)	5 (10)	WiFi, Elevator
Upper Freeland - Assembly Drive	40' x 65'	2632 ft <sup>2</sup>	140	50	20 (40)	18 (36)	18 (140)	10 (20)	9 (18)	WiFi, Piano, Elevator
<b>Moore Center</b>										
Thompson Brown Meeting Space	43' x 31'	1363 ft <sup>2</sup>	115	60	17 (34)	14 (28)	8 (64)	12 (24)	10 (20)	WiFi, Projector Screen
<b>Walkup Building</b>										
Walkup, Full Building	46' x 31'	1426 ft <sup>2</sup>	120	90	20 (40)	14 (28)	10 (80)	14 (28)	13 (26)	WiFi, Projector Screen
Walkup A	22' x 31'	682 ft <sup>2</sup>	30	50	10 (20)	10 (20)	5 (30)	8 (16)	7 (14)	WiFi, Projector Screen
Walkup B	24' x 31'	747 ft <sup>2</sup>	30	50	10 (20)	10 (20)	5 (30)	8 (16)	7 (14)	WiFi
<b>Wayout Building</b>										
Wayout A	38' x 31'	1178 ft <sup>2</sup>	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 <sup>2</sup>	25	25	6 (12)	4 (8)	2 (16)	6 (12)	5 (10)	WiFi, (Closed in Winter)
Wayout C	25' x 15'	391 ft <sup>2</sup>	25	25	6 (12)	4 (8)	2 (16)	6 (12)	5 (10)	WiFi, (Closed in Winter)