



# Meeting Rooms

A meeting room for your group is included in your group retreat package. All meeting rooms include complimentary WiFi and A/V equipment. Event Planners can request the table and chair arrangement they would like, as well as the A/V equipment needed on their Planning Forms sent by the Conference Services Coordinator; we'll have your room setup so you can just 'plug and play' once you arrive.



## Conference Auditorium

- Max Capacity: 700
- Sound system
- Lighting system
- Stationary stage with choir risers
- Large foyer perfect for registration or vendors
- Sideroom off foyer for coffee or nursery
- Meeting space, foyer, restrooms all renovated in 2023 with fresh looks & updated technology

## Conference Center 1

- Max Capacity: 350
- Dimensions: 80 x 51
- Portable Sound System
- Projector and video screen
- 2 small breakout spaces nearby



## Cover Center Meeting

- Max Capacity: 150
- Dimensions: 59 x 38
- Portable sound system
- Projector
- Private restrooms inside building



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## Schaeffer Conference Room

- Max Capacity: 150
- Dimensions: 70 x 29
- Casual breakout space nearby
- Portable sound system
- Projector
- Wall mounted whiteboard
- Private restrooms



## Hensley Hall

- Max Capacity: 400
- Great for indoor activities

## Small Group Spaces

- Max Capacity: 10 to 40
- Potomac Dining Room
- Community Room
- Potomac Office Conference Room
- Schaeffer Extension





# Meeting Rooms

## Conference Auditorium

The Conference Auditorium is the largest meeting space at Potomac Park. The front lobby is a great resource for conference registration or vendor displays. The foyer also offers a side room perfect for a camp office, nursery setup, or lounge space with coffee and snacks!

The two side rooms inside the Conference Auditorium can be closed off and used as breakout spaces or opened to expand the room, increasing the capacity from 500 to 700. Right behind the permanent stage is another meeting room, the Conference Room. This is a completely separate room that is booked as its own meeting space.

The Conference Auditorium received a significant refresh in 2023. New carpet and paint were some of the aesthetics but the big update came with updated wifi, new A/V equipment and new televisions mounted at the stage, replacing dim projector screens.

