

Room Set-Up Guide

Fort Myers Regional Library






South Building Meeting Rooms

This document is meant to help you choose the right meeting room space to suit your needs.

The Fort Myers Regional Library has a large meeting room space that can be partitioned with a floor-to-ceiling system. There are eight combinations available based on the size of the group you need to accommodate.

As an example, room ABCD is the largest space and, according to Fire Marshall (FM) Capacity limits, can hold up to 200 people. When you start adding chairs and tables, the allowable number of people who can use the space is reduced.

This chart shows you maximum capacities per room configuration and seating style.

		Maximum Capacities by Seating Style				
Capacity as per FM	Meeting Room	 Theater Style	 Classroom Style	 U-Shape	 Open-Square	 Enclosed Square
200	ABCD	175	88	50	56	48
150	BCD	100	45	34	40	36
50	CD	50	24	16	16	16
135	AB	100	44	34	40	36
60	A	50	18	14	20	16
60	B	50	18	14	20	16
30	C	20	10	10	N/A	10
30	D	20	10	10	N/A	10

Please note: The South Building Meeting Room facility is on the Fort Myers Regional Library campus, but has its own physical address. Be sure to tell your meeting attendees to direct their GPS to: 1651 Lee Street, Fort Myers, FL 33901.