

Executive Office Building (EOB) 101 Monroe Street, Rockville, MD 20850	
EOB Auditorium	Seats approximately 100 - with chairs. Raised area in front. M-F 6:00pm – 10pm; S-S 8:00am - 10:00pm. No food or drink permitted.
EOB Lobby	Holds approximately 50-75 - standing (limited seating). M-F 6:00pm – 10pm; S-S 8:00am - 10:00pm.
EOB Conference Room	Seats approximately 30 - with tables and chairs. M-F 6:00pm – 10pm; S-S 8:00am - 10:00pm. No food or drink permitted.
EOB Cafeteria	Seats approximately 350 – with tables and chairs. M-F 3:00pm – 10pm; S-S 8:00am - 10:00pm.
EOB/Circuit Court Plaza	115' x 115' outdoor area - Twenty 42" square tables with 60 loose chairs -1 electrical outlet M-F 3:00pm - 10pm; S-S 8:00am - 10:00pm No private parties, alcohol or smoking allowed. No tents. No loads over 50 lbs per sft unless approved (ex. equipment, moon bounce, stage) Indoor and Restroom access are NOT included
Council Office Building (COB) 100 Maryland Avenue, Rockville, MD 20850	
COB 3rd Floor Hearing Rm	Seats 234 –row, press table for 8, presentation tables for 11, and dais for 13 people. M-F 6:00pm 10pm; S-S 9:00am - 10:00pm. M-F may be booked no earlier than 2 weeks prior to event. No food or drink permitted. TOUR REQUIRED Client's are responsible for scheduling the tour
COB 3 rd Floor Conference Rm	Conference Style - table seats 13 plus 35 chairs around perimeter of room. M-F 6:00pm 10pm; S-S 9:00am - 10:00pm. M-F may be booked no earlier than 2 weeks prior to event. No food or drink permitted.
COB 5th Floor Conference Rm	Conference Style - table seats 16 plus 33 chairs around perimeter of room. M-F 6:00pm 10pm; S-S 9:00am - 10:00pm. M-F may be booked no earlier than 2 weeks prior to event. No food or drink permitted.
COB 6th Floor Conference Rm	Conference Style - table seats 16 plus 29 chairs around perimeter of room. M-F 6:00pm 10pm; S-S 9:00am - 10:00pm. M-F may be booked no earlier than 2 weeks prior to event. No food or drink permitted.
COB 7th Floor Hearing Rm	Seats 47 – row seating, speakers table for 6, press table for 5 and dais for 12 people. M-F 6:00pm 10pm; S-S 9:00am - 10:00pm. M-F may be booked no earlier than 2 weeks prior to event. No food or drink permitted.
COB Auditorium	Seats 90 - rows of stationary seating with tables plus stationary seating on two sides, dais in front. M-F 6:00pm 10pm; S-S 9:00am - 10:00pm. M-F may be booked no earlier than 2 weeks prior to event. No food or drink permitted.
COB Cafeteria	Seats 49 – M-F 3-10pm; S-S 9:00am 10:00pm.
COB Cafeteria Conference Rm	Seats 20-25 – tables and chairs. M-F 3-10pm; S-S 9:00am 10:00pm.
Note: Security/Building Staff will be required for the following. 4 HOUR Minimum	
COB/EOB	Groups Larger than 100 (<i>Additional Staff and Costs required for groups 150 and over</i>)
COB/EOB	Events including food
COB/EOB	Events including youths
COB	After 4:00pm Saturday and Sunday