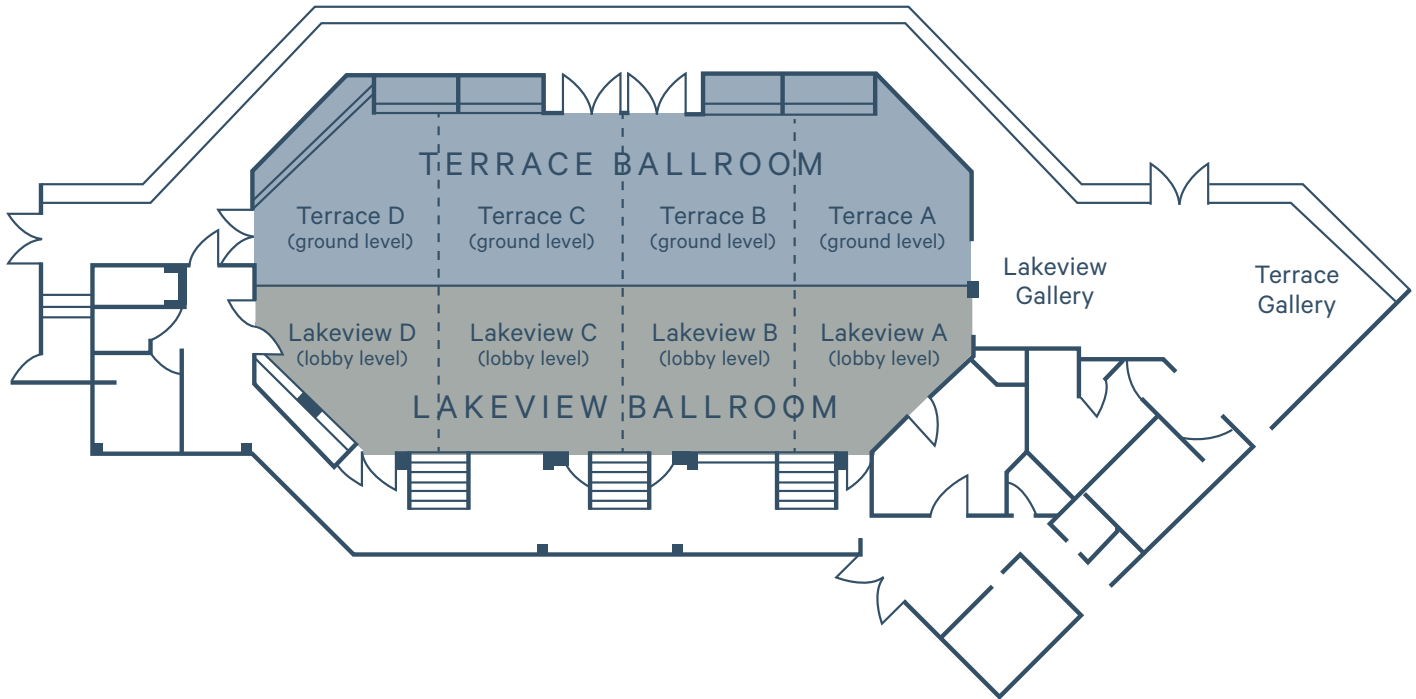




MEETING GUIDE



SHERATON COLUMBIA TOWN CENTER BY THE NUMBERS

Guestrooms: 290

Number of Meeting Spaces: 14

Total Meeting Space: 16,000 square feet

ROOM DIMENSIONS AND SEATING CAPACITY

	SQ FEET	SQ METERS	DIMENSIONS	HEIGHT	BANQUET	THEATER	RECEPTION	CLASSROOM	U-SHAPE	SQUARE	CONFERENCE
TERRACE BALLROOM	4,048	376	92' x 44'	12'	250	500	400	200	–	–	–
TERRACE A	968	90	44' x 24'	12'	40	80	60	35	30	30	30
TERRACE B	1,056	98	44' x 22'	12'	60	100	100	40	35	35	40
TERRACE C	1,056	98	44' x 22'	12'	60	100	100	40	35	35	40
TERRACE D	968	90	44' x 24'	12'	40	80	60	35	30	30	30
LAKEVIEW BALLROOM	4,048	376	92' x 24'	12'	250	500	400	200	–	–	–
LAKEVIEW A	968	90	44' x 24'	12'	40	80	60	35	30	30	30
LAKEVIEW B	1,056	98	44' x 22'	12'	60	100	100	40	35	35	40
LAKEVIEW C	1,056	98	44' x 22'	12'	60	100	100	40	35	35	40
LAKEVIEW D	968	90	44' x 24'	12'	40	80	60	35	30	30	30
ELLCOTT ROOM	1,000	93	40' x 25'	8'	50	100	100	40	35	35	30
CAUCUS II	252	23	18' x 14'	8'	–	–	–	–	–	–	10
CAUCUS I	252	23	18' x 14'	8'	–	–	–	–	–	–	10
PATUXENT BOARD ROOM	368	34	16' x 23'	11'	–	–	–	–	–	–	12
MERRIWEATHER ROOM	610	57	30.5' x 20'	12'	40	50	60	25	20	25	20