COMMUNITY SERVICE BUILDING
CONFERENCE ROOM INFORMATION

CONFERENCE ROOM	LOCATION	CAPACITY	AMENITIES
Room 6	Ground Level	25	86" monitor, phone, whiteboard
Room 10	Ground Level	6	65" monitor
Room 11	Ground Level	16	86" monitor, whiteboard
Room 12	Ground Level	12	86" monitor, whiteboard
Room 104	First Level	12	65" monitor, phone
Room 105	First Level	50	86" monitor, phone, whiteboard
Room 109	First Level	28	86" monitor, phone, whiteboard

Conference Rooms are available for use during CSB's operating hours:

Monday – Friday	7am to 8pm (except holidays)
Saturday – Sunday	Closed

Conference Rooms are only available to CSB Tenants who are directly organizing and conducting the meeting. Tenants may **not** host meetings for outside organizations.

Conference Room Request Forms can be found on our website at www.CSBCorp.org/forms.

To reserve a Conference Room, return the completed Conference Room Request Form to:
Email at Requests@CSBCorp.org
In-Person at Suite 201
Drop Off at Front Desk

If a specific room request is noted, it will be considered but not guaranteed.

Tenants are responsible for their guests while in the CSB.

Wi-Fi is available in all Conference Rooms with access information posted inside each room.

Monitor tutorials are offered prior to your meeting day. Email Requests@CSBCorp.org to book.

Limited AV assistance may be available on meeting days and can be requested at Front Desk.

Tenants may reconfigure the tables and chairs upon arrival. At completion, tenants are responsible for returning the Conference Room to its original configuration.

If expecting outside attendees, please submit a Guest List to the Front Desk for express check-in.

Catering is allowed without sternos or open flames. Extra trashcans can be provided upon request. It is the tenant's responsibility to clean up after the meeting is completed.

If all Conference Rooms are booked or on Saturdays/holidays when the CSB is closed, meeting rooms at the Wilmington Public Library may be available at no charge to nonprofits. For further information, visit https://wilmington.lib.de.us/meeting-rooms/reservearoom/.