

## ROOM DESCRIPTIONS: CHEYENNE MEETING ROOMS ONLY

The Laramie County Library in Cheyenne has five meeting rooms and a computer classroom available for public use. *The Burns Branch Library also has a meeting room available. For more information on the meeting room in Burns, call 307-547-2249.*

### FIRST FLOOR / GALLERY AREA

#### Cottonwood Room

- Seats 225, 24 tables
- Portable podium
- Two microphones available to use at the same time with floor stand
- Two areas to connect a laptop to the ceiling-mounted projector (wall panel and stage)
- Touch-panel control screen, controlling lights, shades, system on/off, volume, etc.
- Ceiling-mounted loudspeakers distributed throughout the room
- ADA-compliant radio frequency assistive listening system
- Specialized lighting and controls
- Kitchen use is optional

#### Willow Room

- Seats 49, 6 tables
- Portable podium
- Microphone available
- Wall-mounted receptacle to connect a laptop to the ceiling-mounted projector
- Wall-mounted keypad for simple control of system on/off and volume
- Ceiling-mounted loudspeakers distributed throughout the room
- Wall-mounted white board
- Kitchen use is optional
- ADA-compliant radio frequency assistive listening system
- Portable cart for laptop

### SECOND FLOOR

#### Sage Room

- Seats 27, 4 tables
- Wall-mounted receptacle to connect a laptop to the 70" display
- Wall-mounted keypad for simple control of system on/off and volume
- Ceiling-mounted loudspeakers distributed throughout the room
- Wall-mounted white board
- Small kitchenette
- ADA-compliant radio frequency assistive listening system
- Portable podium
- Portable cart for laptop

## THIRD FLOOR

### Windflower Room

- Seats 16, conference table
- Wall-mounted receptacle to connect a laptop to the ceiling-mounted projector
- Portable cart for laptop
- Ceiling-mounted loudspeakers distributed throughout the room

### Sunflower Room

- Seats 41, 2 tables
- Portable podium
- Microphone available
- Wall-mounted receptacle to connect a laptop to the ceiling-mounted projector
- Wall-mounted keypad for simple control of system on/off and volume
- Ceiling-mounted loudspeakers distributed throughout the room
- ADA-compliant radio frequency assistive listening system
- Portable cart for laptop

### Computer Classroom

- Please complete the **Audio-Visual Equipment Training Request Form** and return it to Ask Here. Once the individual has completed this class, they may **reserve a meeting room** online, or visit the Ask Here desk on the 1st Floor.
- 12 PCs with Microsoft Office 2007 software and Internet Explorer (additional or specialized software will not be installed by library staff)
- Printing available
- Wall-mounted receptacle to connect a laptop to the ceiling-mounted projector
- Wall-mounted white board
- Wall-mounted keypad for simple control of system on/off and volume
- \$25 per half hour fee for use of the Computer Classroom
- Portable podium
- Portable cart for laptop