Requests to use the Library during holiday or other closures must be made to the County Librarian or designee.

**GENERAL INFORMATION**

**USING MEETING ROOMS OUTSIDE REGULAR HOURS**

Review the Meeting Room Policy document for policies and expectations for everyone who reserves a meeting room.

Meeting rooms may be reserved up to 3 months (to the date) in advance. Reservations may be made by the person responsible for all fees and designated to serve as the group's contact with the Library. Deviation from this policy will be handled on a case-by-case basis by the County Librarian.

Reservations may be made via LaramieCountyLibrary.org or in person at the Ask Here desk on the first floor.

- Online meeting room requests will be logged in the order they are received. However, it may take staff up to 72 hours to verify availability.
- E-mail will be sent to confirm the reservation.
- Fees must be paid on the day of use.
- Due to high demand, groups of 1-3 people may not book the meeting rooms in advance. However, if there is a room available when you arrive, you may reserve the room at that time. Small study rooms on the 2nd and 3rd floors that may be used on a first-come, first-served basis.

**HOW TO RESERVE A MEETING ROOM**

Access to the room is at the time you schedule your meeting, so reserve adequate time for setup and cleanup. For example, if you plan to begin your meeting at 2 p.m. and need set-up time, book the room for 1:30 p.m.

You are responsible for setting up the room for your meeting. The library does not offer set-up services.

**Vacate the room 10 minutes before the library closes:**
- Allow enough time for clean-up.
- Storage space is not available.
- Cleaning supplies and vacuums are available. Please see staff at the Ask Here desk.

If spills occur, immediately notify staff to avoid carpet cleaning bills. Cleaning supplies and vacuums are available. Please see staff at the Ask Here Desk.

**Try not to tape signs to doors, windows, or walls.** If you need to put up a sign, please see the Ask Here Desk on any floor for blue painter’s tape.

The Internet is accessible via wireless connectivity.

**NEED A MEETING ROOM BEFORE THE LIBRARY OPENS OR AFTER IT CLOSES?**

All meeting room policies apply to meeting room usage before the library is open and after the library is closed.

The Cottonwood Room and Willow Room are available for before-hour and after-hour usage. All other meeting rooms are only available when the library is open.

A fee will be charged for before and/or after-hour usage. See fees schedule. (Governmental entities are excluded from this fee.) A $50 no-show or late fee will be charged to those who do not report at the scheduled time.

**Before the Library is open:**
- The Cottonwood Room and Willow Room may be booked beginning at 7:30 a.m., Monday-Saturday and 10:30 a.m. on Sunday.
- No assistance will be provided other than checking out the room key, microphone, and AV equipment.
- A library employee will meet the group in the Gallery space at the earliest time requested on the meeting room reservation form.

**After the Library is closed:**
- No alcoholic beverages may be served, and tobacco use is not permitted.
- The library’s wireless network shuts down at 10 p.m.

Need catering for your event? The Library Cafe is at your service! Visit the cafe online or call 307.773.7216

[Image of coffee shop]

**THINGS TO KEEP IN MIND WHEN YOU RESERVE A MEETING ROOM**

Check out and return the meeting room key at ASK HERE on the floor the room is located.
Additional Resources

How to Visit Us:

Laramie County Library
2200 Pioneer Avenue
307 634 3561 | laramiecountylibrary.org

Hours
10:00 a.m. - 9:00 p.m.  Monday - Thursday
10:00 a.m. - 6:00 p.m.  Friday, Saturday
1:00 p.m. - 5:00 p.m.  Sunday

Burns Branch Library
112 Main Street, Burns
307 547 2249 | laramiecountylibrary.org

Hours
1:00 - 5:00 p.m.  Monday
10:00 a.m. - 5:00 p.m.  Tuesday
Closed  Wednesday
10:00 a.m. - 7:00 p.m.  Thursday
10:00 a.m. - 5:00 p.m.  Friday
9:00 a.m. - 12:00 p.m.  Saturday
Closed  Sunday

Fees for rooms and equipment:
- Commercial/Private event (per half hour) $25.00
- Cottonwood Room $30.00
- Computer Classroom (per half hour) $25.00
- Private event cleaning deposit $50.00
- TV/VCR/DVD player $5.00
- Laptop/AV Cart* $20.00
- Easel no charge
- Overhead Projector $2.50
- 35mm Slide Projector $2.50
- LCD Projector (built-in) no charge
- Microphone no charge
- Piano** $10.00
- Suggested Donation*** $10.00

*Credit card must be provided
**Two available; Cottonwood Room only
***When reserving a room, there is a suggested donation of $10.00

Available meeting rooms:

Laramie County Library
First Floor / Gallery Area
- Cottonwood Room seats 225, 24 tables
- Willow Room seats 49, 6 tables
- Kitchen use, except refrigerator, is available in these rooms

Second Floor
- Sage Room seats 27, 4 tables, small kitchenette

Third Floor
- Sunflower Room seats 41, 1 table
- Windflower Room seats 16, conference table*
- Computer Classroom seats 12

Use of the Computer Classroom requires special training and a fee.
See staff for details.
*Windflower Room table cannot be moved

Burns Branch Library
Conference Room seats 16, 1 table
Call 307.547.2249 for details

Reserve a meeting room online:
LaramieCountyLibrary.org

Do you have questions? Contact:
meeting@lclsonline.org
Ask Here, First Floor  307 634 3561, opt # 7

When reserving a room, there is a suggested donation of $10.00