LARAMIE COUNTY LIBRARY SYSTEM 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 with 12 chairs. For more information on the meeting room in Burns, call 307-547-2249.)*

1ST FLOOR / GALLERY AREA

**Cottonwood Room**
- 225 chairs
- 24 tables
- 1 portable podium
- 2 microphones available to use at the same time with floor stand *(NOTE: Lapel mics are available to borrow from the 1st floor Ask Here desk)*
- 1 portable whiteboard
- Two areas to connect a laptop to the ceiling-mounted projector *(wall panel and stage)*
- Touch-panel screen to control lights, shades, volume, etc.
- Ceiling-mounted loudspeakers distributed throughout the room
- ADA-compliant radio frequency assistive listening system
- Specialized lighting and controls
- Kitchen use is optional and includes a sink *(the refrigerator is not available for use)*

**Willow Room**
- 49 chairs
- 6 tables
- 1 portable podium
- 1 portable cart for laptop
- 1 microphone available
- 1 wall-mounted whiteboard
- 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
- Kitchen use is optional and includes a sink *(the refrigerator is not available for use)*

2ND FLOOR

**Sage Room**
- 27 chairs
- 4 tables
- 1 portable podium
- 1 portable cart for laptop
- 1 wall-mounted whiteboard
- Wall-mounted receptacle to connect a laptop to 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
- Small kitchenette with sink and microwave
3rd Floor

Windflower Room
- 16 chairs
- 1 conference table
- 1 portable whiteboard
- 1 portable cart for laptop
- 1 credenza, which may be used as a platform to serve food
- Wall-mounted receptacle to connect a laptop to the ceiling-mounted projector
- Ceiling-mounted loudspeakers distributed throughout the room

Sunflower Room
- 41 chairs
- 4 tables
- 1 portable podium
- 1 portable cart for laptop
- 1 portable whiteboard
- Microphone available
- Wall-mounted receptacle to connect a laptop to 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

Computer Classroom
*Please note that this room has special requirements including a $25 per half hour fee for use and Audiovisual (AV) training. To request training, complete the Audiovisual Equipment Training Request Form. After completing training, you may reserve a meeting room online or at the Ask Here desk on the 1st Floor.
- 6 chairs
- 4 computers with Microsoft Office 2016 software, Google Chrome, Microsoft Edge, and Mozilla Firefox (additional or specialized software will not be installed by library staff)
- 2 specialized computers with Adobe Creative Cloud, Acrobat Pro, and SketchUp
- 1 webcam
- 1 printer
- 1 portable podium
- 1 portable cart for laptop
- 1 wall-mounted whiteboard
- Wall-mounted receptacle to connect a laptop to ceiling-mounted projector
- Wall-mounted keypad for simple control of system on/off and volume