

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

- **Restricted Capacity – Seats 57**
- ~~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 whiteboard
- 1 microphone
- 1 wall-mounted projector
- Wall-mounted screen to connect a laptop to the ceiling-mounted projector
- Wall-mounted touch-panel screen to control 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 whiteboard
- 1 wall-mounted projector
- Wall-mounted screen to connect a laptop to ceiling-mounted projector
- Wall-mounted touch-panel screen to control system, on/off, and volume
- Ceiling-mounted loudspeakers distributed throughout the room
- ADA-compliant radio frequency assistive listening system
- Small kitchenette with sink and refrigerator

3RD FLOOR

Windflower Room

- **Restricted Capacity – Seats 4**
- ~~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

- **Restricted Capacity – Seats 10**
- ~~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