

## **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.)*

### **1<sup>ST</sup> 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 1<sup>st</sup> 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)

### **2<sup>ND</sup> 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

## 3<sup>RD</sup> 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 1<sup>st</sup> 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