

SPECIAL SERVICES AND FEES

- Commercial group fees: \$25 per half hour (partial half hours charged by the half hour).
- For the Cottonwood and Willow Rooms, a full kitchen is available at no charge. Two large pots for coffee and one for hot water are available. All other supplies must be provided by the group using the kitchen. Note: If two meetings are going on at the same time, the kitchen may be shared.
- Library audio-visual (AV) equipment, including a microphone, may be used in the meeting rooms. AV equipment must be reserved prior to the meeting. For a list of AV equipment and fees, speak with the staff at the "Ask Here" Desk on any floor.
- Training is provided if you wish to connect your personal laptop to the meeting room technology or want to use the library's AV Cart and/or Starboard electronic whiteboard technology. A training session may be arranged with the Network Department by filling out a training request form. The Network Department needs 72 hours notice in which to schedule a room and a trainer for the training session.
- If you are using your own computer equipment to connect to the technology in the meeting rooms, limited troubleshooting assistance will be provided. Due to liability issues, the Network Staff will not be able to touch your computer equipment.
- Computer Classroom: The primary use for the Computer Classroom is for library-offered classes or library-sponsored classes.
 - There is a \$25 per half hour fee for use of the Computer Classroom.
 - To book the Computer Classroom, the person who wishes to conduct a class in that space must go through the library's Computer Classroom orientation class.
 - Once the individual has completed this class, they may use the online 'Reserve a Meeting Room' booking form.

Using a Meeting Room



2200 Pioneer Avenue in Cheyenne
307.634.3561 • LCLOnline.org
 Monday - Thursday: 10AM-9PM
 Friday - Saturday: 10AM-6PM • Sunday: 1-5PM

NATIONAL LIBRARY OF THE YEAR
-Library Journal, 2008

ONE OF AMERICA'S 10 GREAT PUBLIC LIBRARIES
-USA Today

The Laramie County Library in Cheyenne has five meeting rooms available for public use:

FIRST FLOOR / GALLERY AREA
 Cottonwood Room – seats 225, 24 tables
 Willow Room – seats 49, 6 tables
(Kitchen use is optional in these two rooms)

SECOND FLOOR
 Sage Room – seats 27, small kitchenette

THIRD FLOOR
 Sunflower Room – seats 41, no tables
 Windflower Room – seats 16, conference table

RESERVING A MEETING ROOM

- Meeting rooms may be reserved up to 90 days in advance. Reservations may be made in person by the individual 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 Board of Directors.
- Reservations may be made via LCLOnline.org.
 - Meeting room requests will be logged in the order they are received. However, it may take staff up to 72 hours to verify the meeting room's availability.
 - E-mail will be sent to verify that the room was reserved or to inform that a room is not available.
- Fees must be paid on or before 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. There are small study rooms on the second and third floors that may be used on a first come, first serve basis.
- To contact the library electronically to discuss current or future bookings, please e-mail meeting@lclsonline.org.

The Burns Branch Library also has a meeting room available. For details, call 547-2249.

ON THE DAY OF YOUR MEETING

- Those who arrive early will not have access to the room until the actual reservation time.
- If a meeting is set to start at the time the library opens or to end when the library closes, meeting attendees will not have access to the library prior to opening time of the library or after closing time of the library.
- The key to open your meeting room will be checked out to a member of your group at the "Ask Here" desk on the floor where the meeting room is located.

KEEP IN MIND...

- Reserve adequate time. For example, if you plan to begin your meeting at 2PM and need set-up time, book the room for 1:30PM.
- Vacate the room 10 minutes before the library closes; allow enough time for cleanup.
- If tables are taken out, put them away at the end of the meeting.
- Book meeting rooms 90 days in advance. The rooms are heavily used and slots fill quickly.
- Storage space is not available.
- Stack chairs used during your meeting against the wall.
- If spills occur, immediately notify staff so that it may be properly handled to prevent carpet cleaning bills.
- Return the room key and equipment to the appropriate desk at the end of your meeting.
- Do not tape signs to doors, windows, etc. The display outside the room contains your meeting information.
- The Internet is only accessible via wireless connectivity. To access, you need to have a valid library card or a guest pass.

The Library Cafe offers catering services for meetings held in the library. For details, call 773-7215 or visit the Cafe.



MEETING ROOM POLICIES

1. The meeting rooms may be used for commercial and non-commercial activities.
2. Generally, no fees are charged under the following circumstances:
 - a. Nonprofit meetings that are free and open to the public where all can participate fully
 - b. Governmental agency hearings that are open to the public
 - c. Meetings sponsored by LCLS in support of its mission and goals
3. Fees are charged for the following uses considered commercial:
 - a. Meetings that are closed to the public, e.g.interviews, depositions, etc.
 - b. Meetings of profit-making groups or businesses
 - c. Fundraising events other than those sponsored by the library
 - d. Meetings that are restricted to members of a particular group
 - e. Meetings that require payment of tuition or other fees
 - f. Meetings where products or services are promoted or sold
 - g. Meetings where money is collected through sales or donations
4. Fees for meeting room space are \$25 per half hour. This fee is charged for the time used by the organization, and partial half hours are charged by the half hour. All fees must be paid the day the room is used.
5. Piano teachers may book recitals in the Cottonwood/Willow Rooms at no charge for the room or use of pianos. Pianos are only available in the Cottonwood Room.
6. Groups wishing to use the pianos in the Cottonwood Room may be required to complete and sign a Piano Use Agreement Form.
7. Library meeting rooms cannot be used for the following purposes:
 - a. Political rallies and demonstrations; promotion or endorsement of political candidates.
 - b. Private social events such as showers, birthday parties, etc.
8. Library activities take precedence over all other meeting room activities.
9. Laramie County Library System reserves the right to review each prospective use and determine whether or not that use falls within the meeting room policies and Laramie County Library's Code of Conduct.
10. To use the meeting rooms, the person responsible for the group must complete an application. Applications are used to ensure that groups comply with library policies.
11. Permission to use the library's meeting facilities does not constitute an endorsement by the library for a group's product, service or program. In issuing any publicity, groups may not infer that their programs are sponsored, co-sponsored or approved by LCLS.
12. No alcoholic beverages may be served, and tobacco use is not permitted.
13. Use of the premises may be terminated at any time if the conduct of the group or any member of the group is not in compliance with the LCLS Code of Conduct, meeting room policy or other relevant library policy or the needs and the functions of the library.
14. No frying of any kind may take place in the kitchen. Frying in the kitchen may result in a \$50 fee and suspension of all kitchen privileges for a period of one year.
15. If the room and/or kitchen are not left in a clean and orderly condition, a \$25 cleanup fee will be charged. The cost of repair and/or replacement for excessive damage to room, damage to equipment or cleaning of carpet stains may be charged to the group.

USING MEETING ROOMS OUTSIDE REGULAR LIBRARY HOURS

1. All meeting room policies apply for meeting room usage before the library is open and after the library is closed.
2. 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.
3. A fee will be charged for before and/or after-hour usage at the rate of \$25 per half hour. (Governmental entities are excluded from this fee.)
4. 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:

1. The Cottonwood Room and Willow Room may be booked beginning at 7:30AM, Monday-Saturday and 10:30AM on Sunday.
2. No assistance will be provided other than check out of room key, microphones and AV cart.
3. 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:

1. No employees will be present after hours. After-hour usage is contingent upon availability of security personnel contracted by the library. The security company will be compensated by the person booking the room at the normal hourly rate charged to the library for security services.
2. Requests for after-hour usage must be made at least three weeks in advance and may be made online using the 'Reserve a Meeting Room' form. The time you request must overlap with the last hour the library is open so that an employee is here for you to check out keys and/or other items you would like to use in the meeting room.
3. Once the library receives your request, library personnel will contact the security company to check the availability of security personnel for the dates and times of your request.
4. No alcoholic beverages may be served, and tobacco use is not permitted.
5. The library's wireless network shuts down at 10PM.

HOLIDAYS AND CLOSURES:

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

EQUIPMENT AVAILABLE FOR USE

Please speak with library staff if you would like to borrow the following items to use in a meeting room. Loan period is per meeting; no overdue fees apply.

ITEM	FEE
TV/VCR	\$5.00
Laptop/AV Cart/E-Whiteboard*	\$20.00
Overhead Projector	\$2.50
35mm Slide Projector	\$2.50
LCD Projector (built-in)	no charge
Microphone	no charge
Piano**	\$10.00

*Credit card must be provided

**Two available; Cottonwood Room only

As a service to the community, the library provides cutting-edge technology in the meeting rooms. Training sessions are available to patrons who book meeting rooms. For more details and to schedule a session, please see staff.