

## **Multipurpose Meeting Room/Kitchen**

**1, 500 sq. ft.**

The 1,500 sq. ft. includes the Meeting Room, 1,200 sq. ft., service kitchen, 100 sq. ft. and storage closet for chairs, tables, 150 sq. ft., and storage closet for A/V equipment, 50 sq. ft.

### Functions:

Meeting space for:

- library programs
- community programs
- exhibits
- book sales
- children's programs
- video conferencing

Users: Staff: 0-1

Public: 108

Seats: 108

### *Furniture and Equipment:*

8 folding tables seating 6 each, 1 smaller table

108 stackable chairs

wall clock

lectern wired for sound and remote access to projection equipment, screen, room light

screen, recessed, motorized

smart board

wall mounted white board

projection equipment for film, video, overhead - with remote control

built-in LCD projector

1 easel

public address system for use with wired or wireless microphones

closet or alcove for coats/boots for full capacity meeting room

lockable storage closets for chairs, tables; also A/V equipment such as overhead projector, slide projector, digital projector, VCR, monitor. Counter space should also be provided for other equipment.

provision should be made on walls for paintings, including track lighting and picture rails.

capacity to darken room during daylight hours.

provide dimmer controls for the track of adjustable lighting.

wire and cable for power, telephone, cable television, video conferencing, and internal data cabling.

floor outlets in strategic areas for projection equipment.

heat, ventilation, air conditioning should be controlled from inside the room.

a retractable stage

## Kitchen

Service kitchen (ADA compliant) should contain:

Lockable storage cabinets  
Large sink, deep, with tall enough faucet to fill large pot  
Paper towel dispenser, soap dispenser  
Counters on either side of sink and next to stove  
Microwave oven  
Refrigerator, full size with freezer  
Stove top and conventional oven  
Large trash basket  
Recycling bin

*Close to:*

Entrance  
Toilets  
Circulation Desk  
Telephone  
Water fountain  
Children's Room

*Distant from:*

Quiet Areas  
Reference  
Browsing

*Environment:*

The room should be flexible enough for use as a meeting space, exhibit area or for use for fundraising activities. It should not have a "Spartan" look, but through lighting and color be warm and inviting.

Acoustics should carry music as well as voice, but sound proofing should ensure quiet in the rest of the Library.

This room will receive heavy use. Provide easily maintained wall and floor surfaces. Provide a chair rail on all walls. This space should be able to be isolated from the rest of the building, but with access to toilets, drinking fountain, telephone and main exit when the Library is closed.

There should be a folding partition to divide the room in half when desired.

The meeting room should be keyed separately and should be accessible when the Library is closed. A video security camera should be installed.