

**DEPARTMENT:** Meeting Rooms

**FUNCTIONAL AREA:** Meeting room I

**Function / operations:**

The meeting room is a general purpose meeting facility for use by library staff in presenting programs and special events in support of the library's services. The room is also available for use by community groups for other programs and meetings. The combined audience capacity for this room is set at 200. If seating is provided in a seminar setting, with a shallow table in front of each row of seats, the capacity of the room will be roughly 120 to 140.

The room should be divisible into at least two smaller segments, with the larger of these two segments further subdivided into two more segments – three in all.

**Space allocation:**

2,200 square feet.

**Location:**

On the entry level.

This room, together with all of the rooms and areas within the meeting room department, should be treated as a separate, defined area, apart from the other library spaces on this floor.

There should be direct access to this room from the traffic dispersal area. During library hours, patrons should come *into* the library in order to reach this room. Ideally, there will also be direct, secure access to this room from the children's department.

Because the library wishes to support after-hours egress from the meeting room, however, it is also important to configure this room to allow direct access to the library's vestibule, so that the rest of the building can be closed down, while a meeting or program continues beyond the library's regular closing time. When this room is configured for after-hours egress, there should also be access to the public restrooms.

**Volumes housed:**

No library collections are housed in this functional area.

**Reader seating:**

No general purpose reader seating is provided in this area.

**Staffing:**

No staff work stations are provided in this functional area.

**Special features:**

To be completed for the final program

[PLANNING NOTE: provide network connectivity to each segment of the meeting room]

[PLANNING NOTE: room to be divisible into two smaller rooms]

[PLANNING NOTE: projection capabilities, ideally with a screen available in each segment of the subdivided room]

[PLANNING NOTE: sound reinforcement – small control room, if necessary]

[PLANNING NOTE: Adjacent kitchenette]

[PLANNING NOTE: Adjacent storage rooms/closets for tables & chairs, AV equipment]

[PLANNING NOTE: Lay out room to avoid emergency egress lighting near the screen]

[PLANNING NOTE: Motorized screen]

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

**Furnishings:**

200 stackable chairs

1 full-size lectern

3 portable table-top lecterns

Portable stage / risers

**DEPARTMENT:** Meeting Rooms

**FUNCTIONAL AREA:** Meeting room II

**Function / operations:**

The second, smaller meeting room should also be provided. This room should have a capacity of 20

**Space allocation:**

350 square feet.

**Location:**

On the entry level.

This room, together with all of the rooms and areas within the meeting room department, should be treated as a separate, defined area, apart from the other library spaces on this floor.

There should be direct access to this room from the traffic dispersal area. During library hours, patrons should come *into* the library in order to reach this room. Ideally, there will also be direct, secure access to this room from the children's department.

Because the library wishes to support after-hours egress from the meeting room, however, it is also important to configure this room to allow direct access to the library's vestibule, so that the rest of the building can be closed down, while a meeting or program continues beyond the library's regular closing time. When this room is configured for after-hours egress, there should also be access to the public restrooms.

**Volumes housed:**

No library collections are housed in this functional area.

**Reader seating:**

No general purpose reader seating is provided in this area.

**Staffing:**

No staff work stations are provided in this functional area.

**Special features:**

To be completed for the final program  
[PLANNING NOTE: provide network connectivity to this room]  
[PLANNING NOTE: Projection capabilities]  
[PLANNING NOTE: Adjacent kitchenette]  
[PLANNING NOTE: Adjacent storage rooms/closets for tables & chairs, AV equipment]  
Electrical: to be completed for final program  
Telecommunications & data transmission: to be completed for final program  
Lighting: to be completed for final program  
Acoustics: to be completed for final program  
Heating, ventilating & air conditioning: to be completed for final program

**Furnishings:**

20 stackable chairs  
1 lectern

**DEPARTMENT:** Meeting Rooms

**FUNCTIONAL AREA:** Table & chair storage room

**Function / operations:**

This room is used to store the library's stacking chairs and folding tables when they are not in use to support a meeting or program. The library may also use this room to store audiovisual equipment that is routinely used in conjunction with the meeting room.

**Space allocation:**

250 square feet.

**Location:**

On the entry level.

The table & chair storage room should be directly accessible from either the meeting room or the conference room and should support each equally.

**Volumes housed:**

No library collections are housed in this functional area.

**Reader seating:**

No general purpose reader seating is provided in this area.

**Staffing:**

No staff work stations are provided in this functional area.

**Special features:**

To be completed for the final program

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

**Furnishings:**

12 folding tables  
Chair and table dollies

**DEPARTMENT:** Meeting Rooms

**FUNCTIONAL AREA:** Kitchenette

**Function / operations:**

A small kitchenette is provided for the convenience of public groups and library groups presenting programs in the public meeting room. It is not the intent to encourage groups to sponsor large meal functions in the meeting room, but a modest food preparation area is desired.

**Space allocation:**

100 square feet.

**Location:**

On the entry level.

The kitchenette should be directly accessible from either the meeting room or the conference room and should support each equally. Ideally, the kitchenette can be accessible to all three segments of the larger meeting room when the room is subdivided.

**Volumes housed:**

No library collections are housed in this functional area.

**Reader seating:**

No general purpose reader seating is provided in this area.

**Staffing:**

No staff work stations are provided in this functional area.

**Special features:**

To be completed for the final program

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

**Furnishings:**

- Counter & cabinets
- Sink
- Compact refrigerator

**DEPARTMENT:** Meeting Rooms

**FUNCTIONAL AREA:** Meeting room lobby

**Function / operations:**

If, due to the configuration of the design, the main library lobby cannot serve as the lobby for the meeting room, a separate lobby will need to be provided.

**Space allocation:**

To be determined pending design development.

**Location:**

To be determined pending design development.

**Volumes housed:**

No library collections are housed in this functional area.

**Reader seating:**

No general purpose reader seating is provided in this area, although benches (built-in or free-standing) may be provided here for patron convenience. Any benches provided should be located around the perimeter of this area, out of the way where it will not impede the passage of patrons into the meeting rooms.

**Staffing:**

No staff work stations are provided in this functional area.

**Special features:**

To be completed for the final program

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

**Furnishings:**

As needed

**DEPARTMENT:** Meeting Rooms

**FUNCTIONAL AREA:** Meeting room restrooms

**Function / operations:**

If, due to the configuration of the design, the library's restrooms cannot serve as the restrooms for the meeting room, separate men's and women's facilities will need to be provided to support the meeting room.

**Space allocation:**

To be determined pending design development.

**Location:**

To be determined pending design development.

**Volumes housed:**

No library collections are housed in this functional area.

**Reader seating:**

No general purpose reader seating is provided in this area.

**Staffing:**

No staff work stations are provided in this functional area.

**Special features:**

To be completed for the final program

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

**Furnishings:**

As needed

**DEPARTMENT:** Meeting Rooms

**FUNCTIONAL AREA:** Nonassignable space

**Function / operations:**

In support of the structural elements of the building that will need to occur in this department a formulaic allocation of space (equal to 12% of the assignable space in this department) is made.

**Space allocation:**

348 square feet.

**Location:**

As needed.

**Volumes housed:**

No library collections are housed in this functional area.

**Reader seating:**

No general purpose reader seating is provided in this area.

**Staffing:**

No staff work stations are provided in this functional area.

**Special features:**

To be completed for the final program

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

**Furnishings:**

As needed