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| **Area Name** | Auditorium/Program Room |
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| **Service Goals** | To provide a space for large group meetings, programs, and events that is easily configurable and accessible during or after library hours and can be utilized as an art gallery. |
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| **Activities / Functions** | Large meetings, conferences, performances, programs, information sessions |
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| **Square Footage** | 1200 sq. ft. |
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| **Proximities** |  |
| Close to: | Main Entrance, Kitchen, Public Restrooms, Parking, Children’s Room if possible, water fountain |
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| Distant from: | Research and Technology, Quiet Areas |
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| **Occupancy / Seating** |  |
| Customers: | 100 seated; 175 standing |
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| Staff: | 1-2 |
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| **Collection Capacity** | N/A |
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| **Architectural Features** |  |
| General: | Room should have either separate entrance or a way to be in use when the rest of the library is closed. Should have a raised area at the front that can act as a stage; this should be wheelchair accessible with ramps on either side. Separate controls for HVAC system. Coat room or coat rack. Room should be adjacent to the demonstration kitchen for catering and programming purposes, possibly with a connecting door. Rods or some sort of mechanism for hanging pictures, quilts, etc. should be included on the walls. |
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| Lighting: | Lighting should be controlled on several circuits for different uses – movie or theater showings, speakers, computerized presentations, etc. |
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| Acoustics: | While the room should have good acoustics, it should also be as soundproof as possible so noise doesn’t spill out into other areas and so the presenter can be heard but not individual conversations from the audience. Consider ceiling and wall tiles that will be decorative as well. |
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| Floors / Walls: | Ceiling/wall tiles to control where sound goes. Rods or some sort of mechanism for hanging pictures, quilts, etc. Floor should be comfortable to stand on as well as silent to walk on. Consider rug tiles as individual tiles can be replaced if damaged. |
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| Storage: | Closet or some type of space to keep tables and extra chairs when not in use for programs. |
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| **Furniture / Equipment** |  |
| Furniture: | 24 (?) 4 ft. flip top tables on casters; 100 stackable chairs; clock; ceiling mounted projection screen. |
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| Technology: | Wired lectern; Assisted Listening System; Sound system; projector installed on ceiling mount; computer equipment needed for in-room recording studio (look into this) |
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| Equipment: | Wireless microphone; coffee pot; microwave; small refrigerator. |
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| Shelving: | n/a |
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| **Additional Notes** |  |