

Space 8. – Meeting Rooms Summary

1,840 NSF

8.1. – Multipurpose Meeting Room 1

600 NSF

8.2. – Multipurpose Meeting Room 2

600 NSF

8.3. – Conference Room

300 NSF

8.4. – Meeting Room Storage

180 NSF

8.5. – Meeting Room Area Kitchenette

160 NSF

Space 8.1.
MEETING ROOMS – MULTIPURPOSE MEETING ROOM 1
600 NSF

Function

The primary function of this space is to:

- provide a multi-purpose space that can be used separately or jointly with an adjoining multipurpose meeting room space for library and/or non-library programming, such as:
 - Film showings
 - Lectures
 - Meetings of community organizations
 - Readings and discussion groups
 - Exhibits
 - Distance education programs

A summary of space allocations for the Multipurpose Meeting Room 1 is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Multipurpose Meeting Room	1	600	<u>600</u> 600

Occupancy

From zero to 65 staff, performers and audience members

Multipurpose Meeting Room 1; allow 600 NSF, and include:

- 2 Sections of portable stage risers
- 65 Stacking chairs with rolling chair carts
- 8 Folding tables (consider 5' and 6' length Miti-Lite molded ABS plastic type)
- 1 Portable podium
- 1 Ceiling mounted data projector
- 1 Portable data projector on AV cart suitable for use with a laptop computer
- 1 Ceiling mounted projection screens (consider motorized screen). Screen should be approximately 6' X 6' in size.
- 1 Portable public address system

- 1 Large screen (42" or larger) flat panel television on an AV cart with Blu-Ray/DVD and VHS video decks
- 1 Portable white board (large – on wheels)
- 2 Flipchart stand

Spatial Relationships

Adjacent to: Multipurpose Meeting Room 2 (Space 8.2.) and the Meeting Room Storage Area (Space 8.4.)

In close proximity to: Conference Room (Spaces 8.3. and the Meeting Room Area Kitchenette (Space 8.5.). All meeting rooms (Spaces 8.1., 8.2., and 8.3. should be located in close proximity to a set of public restrooms.

Environmental and Engineering Needs

Acoustics: Accordion or operable wall must have an STC rating of at least 40. The entire meeting space should have an NC rating of between 25 and 35.

Communications: Provide wall-mounted, "silent ring" telephone in each segment of the room. Consider providing video-teleconferencing system.

Data: Provide multi-function outlets capable of supporting a wide range of digital input devices. NOTE: Confer with staff to determine the range on devices anticipated. Provide two data drops that support Internet access. The area should also be served by a wireless access point.

Electrical: Provide both wall-mounted and recessed floor mounted electrical outlets. Provide separate general lighting controls for each room segment.

Finishes: All furnishings and equipment should be commercial quality (the type of equipment used by major hotel chains). Equipment should be selected for durability and chairs should be selected for comfort as well. The floor covering should be a highly resilient, stain resistant carpet in a color and design that tends to conceal stains and helps to "break the box" (typically random vs. repetitive patterns).

Lighting: General lighting in the area should be 30 – 40 ft-c. Provide track lighting that enables the walls of the room to be used for hanging exhibits and adjustable lighting that can be used to highlight the stage area. Consider a master switching system that allows programmed pre-sets for specific types of events (e.g., concerts, PowerPoint presentations, etc.).

Security: It is highly desirable that this area be available for "after-hour" use. Consider after-hours access in determining location of entrances and exits, keying systems and the location of restrooms.

Other Comments: A chair rail should be incorporated into the design to prevent damage to walls caused by chairs rubbing against the wall surface.

Space 8.2.

MEETING ROOMS – MULTIPURPOSE MEETING ROOM 2 600 NSF

Function

The primary function of this space is to:

- provide a multi-purpose space that can be used separately or jointly with an adjoining multipurpose meeting room space for library and/or non-library programming, such as:
 - Film showings
 - Lectures
 - Meetings of community organizations
 - Readings and discussion groups
 - Exhibits
 - Distance education programs

A summary of space allocations for the Multipurpose Meeting Room 2 is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Multipurpose Meeting Room	1	600	<u>600</u> 600

Occupancy

From zero to 65 staff, performers and audience members

Multipurpose Meeting Room 2; allow 600 NSF, and include:

- 2 Sections of portable stage risers
- 66 Stacking chairs with rolling chair carts
- 8 Folding tables (consider 5' and 6' length Miti-Lite molded ABS plastic type)
- 1 Portable podium
- 2 Ceiling mounted data projector
- 2 Portable data projector on AV cart suitable for use with a laptop computer
- 1 Ceiling mounted projection screens (consider motorized screen). Screen should be approximately 6' X 6' in size.
- 2 Portable public address system

- 1 Large screen (42" or larger) flat panel television on an AV cart with Blu-Ray/DVD and VHS video decks
- 1 Portable white board (large – on wheels)
- 2 Flipchart stand

Spatial Relationships

Adjacent to: Multipurpose Meeting Room 1 (Space 8.1.) and the Meeting Room Storage Area (Space 8.4.)

In close proximity to: Conference Room (Spaces 8.3. and the Meeting Room Area Kitchenette (Space 8.5.). All meeting rooms (Spaces 8.1., 8.2., and 8.3. should be located in close proximity to a set of public restrooms.

Environmental and Engineering Needs

Acoustics: Accordion or operable wall must have an STC rating of at least 40. The entire meeting space should have an NC rating of between 25 and 35.

Communications: Provide wall-mounted, "silent ring" telephone in each segment of the room. Consider providing video-teleconferencing system.

Data: Provide multi-function outlets capable of supporting a wide range of digital input devices. NOTE: Confer with staff to determine the range on devices anticipated. Provide two data drops that support Internet access. The area should also be served by a wireless access point.

Electrical: Provide both wall-mounted and recessed floor mounted electrical outlets. Provide separate general lighting controls for each room segment.

Finishes: All furnishings and equipment should be commercial quality (the type of equipment used by major hotel chains). Equipment should be selected for durability and chairs should be selected for comfort as well. The floor covering should be a highly resilient, stain resistant carpet in a color and design that tends to conceal stains and helps to "break the box" (typically random vs. repetitive patterns).

Lighting: General lighting in the area should be 30 – 40 ft-c. Provide track lighting that enables the walls of the room to be used for hanging exhibits and adjustable lighting that can be used to highlight the stage area. Consider a master switching system that allows programmed pre-sets for specific types of events (e.g., concerts, PowerPoint presentations, etc.).

Security: It is highly desirable that this area be available for "after-hour" use. Consider after-hours access in determining location of entrances and exits, keying systems and the location of restrooms.

Other Comments: A chair rail should be incorporated into the design to prevent damage to walls caused by chairs rubbing against the wall surface.

Space 8.3.
MEETING ROOMS – CONFERENCE ROOM
300 NSF

Function

The primary function of this space is to:

- provide a public conference room for Library sponsored meetings and meetings sponsored by community groups and organizations or groups of individuals.

A summary of space allocations for the Conference Room is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Conference Room	1	300	<u>300</u>

Occupancy

From zero to 20 staff and or library users

Conference Room; allow 300 NSF, and include:

- 1 Conference table large enough for 10 people to sit around. Table should include wire management system and should incorporate recessed electrical outlets, a data drop, and video connections to allow the use of a ceiling mounted data projector from a laptop on the table.
- 1 Credenza or side table suitable for coffee and refreshments
- 10 Star-based conference room chairs,
- 10 Side chairs to be placed around the perimeter of the room
- 1 Ceiling-mounted data projector
- 1 Ceiling-mounted manual projection screen (approximately 60" X 60")
- 1 Wall-mounted whiteboard
- 1 Flipchart stand
- 1 Wall-mounted flat screen television monitor (at least 42")
- 1 Blu-Ray/DVD deck

Spatial Relationships

Adjacent to: Multipurpose Meeting Rooms (Spaces 8.1., 8.2.)

In close proximity to: Meeting Room Area Kitchenette (Space 8.5.)

Environmental and Engineering Needs

Acoustics: The Conference Room should have an NC rating of between 25 and 30 and the walls should have an STC rating of 40.

Communications: A wall telephone with a “visual” ring setting should be provided in the conference room.

Data: A single wall-mounted data drop should be provided and two additional data outlets should be provided in the recessed panel built into the table. The data projector should be accessible from the recessed panel in the conference table or (preferably) should be mounted on the ceiling. A cable/satellite television drop should also be supplied to provide a signal to the data projector.

Electrical: Electrical outlets should be included in the recessed panel in the conference table and a quad outlet should be located in close proximity to the credenza or built-in cabinet designed for serving coffee and snacks. Electrical wiring will be needed in the ceiling if a ceiling mounted data projector is selected.

Finishes: The table should have a durable finish that is easily cleaned. High quality conference chairs and side chairs should be used. This area should be carpeted.

Lighting: General lighting should be 40 – 50 ft-c. Consider the inclusion of light switches that incorporate “pre-sets” for PowerPoint presentations.

Other Comments

A chair rail should be incorporated into the design of the room to protect the walls from damage caused by chairs rubbing against them.

Space 8.4.
MEETING ROOMS – MEETING ROOM STORAGE
180 NSF

Function

The primary function of this space is to:

- provide storage space for tables, chairs and other equipment used in the Library's meeting room facilities, especially the equipment needed to support the activities taking place in the three multipurpose rooms.

A summary of space allocations for the Meeting Room Storage Area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Meeting Room Storage	1	180	<u>180</u> 180

Occupancy

From zero to 2 staff members

NOTE: See individual meeting rooms for most of the equipment that will be stored in the Meeting Room Storage Rooms.

Meeting Room Storage; allow 180 NSF, and include:

Mobile chair dollies

Mobile table dollies

AV carts, equipment and assorted extension cords and AV cables

Spatial Relationships

Adjacent to: the Multipurpose Meeting Rooms 1 and 2 (Space 8.1. and 8.2.)

In close proximity to: Conference Room (Spaces 8.3.)

Environmental and Engineering Needs

Acoustics: No special needs.

Communications: No special needs

Data: No special needs.

Electrical: Electrical outlets should be provided.

Finishes: Entry to the storage areas should employ heavy-duty corner protectors (e.g. stainless steel)

Lighting: Lighting level in the storage area should be 25 – 30 ft.-c.

Security: This area should be lockable.

Space 8.5.
MEETING ROOMS – MEETING ROOM AREA KITCHENETTE
160 NSF

Function

The primary function of this space is to:

- provide a kitchenette in close proximity to Library meeting rooms that can be used by the Library and other organizations to provide light refreshments to individuals attending meetings.

A summary of space allocations for the Meeting Room Area Kitchenette is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Meeting Room Area Kitchenette	1	160	<u>160</u> 160

Occupancy

From 2 to 3 staff and/or library users

Meeting Room Area Kitchenette; allow 160 NSF, and include:

Built-in kitchen cabinets

Double sink (stainless steel)

Microwave oven

Refrigerator

Spatial Relationships

Adjacent to: Multipurpose Meeting Room 1 (Space 8.1.)

In close proximity to: Multipurpose Meeting Room 2 (Space 8.2.) and the Conference Rooms (Spaces 8.3.)

Environmental and Engineering Needs

Acoustics: A general sound level in this area should have an NC rating of approximately 35. The area should have an STC rating of approximately 40 to control sound in the kitchen from getting into the adjoining meeting room facility.

Communications: No special needs.

Data: No special needs.

Electrical: Electrical outlets should be located to allow preparation of coffee and hot water. Electrical capacity should consider the possibility of multiple appliances being plugged in at the same time.

Finishes: All finishes should be extremely durable and easy to clean. Consider commercial kitchen equipment.

Lighting: Lighting level in the Meeting Room Area Kitchenette should be approximately 40 ft.-c.

Plumbing: This area will include a sink. Access to hot and cold running water and a drain must be provided.

Security: This room should be lockable.

Other Comments: Consider a “pass-through” window into the Multipurpose Meeting Room (Space 8.1.). If a pass-through window is employed, an accordion door with an STC rating of at least 40 should be used.