

# **Multi-Purpose Room Procedures**

## **Reserving the Room**

To reserve the Multi-purpose Room (MPR) for department meetings or events, please contact the Museum Store Manager at 777-5320 or the Curator of Education at 777-7021. Use of the room by outside state government agencies must be approved by the Department Director's Office using the *Barrett Building Multi-purpose Room Reservation Form*. The form is available from the Museum Store Manager or the Curator of Education. Members of the public who would like to sponsor an event/exhibit contact the Department of Administration and Information (A & I) at 777-7768.\* Members of the public partnering with State Parks and Cultural Resources should go through approval by the Department Director's Office (i.e. The Wyoming State Museum Volunteer group).

## **MPR Set-up and Tear-Down**

Room set-up and tear-down is the responsibility of the user of the room. Training to use the facility and equipment will be provided. Please note the following procedures regarding use of the MPR:

- The MPR is available for use during normal business hours – 9:00a.m. to 4:30p.m. Monday through Friday.
- The room may be set up the afternoon prior to the meeting/event as long as the room is not being used by another party.
- The room needs to be returned to its usual layout following the meeting/event.
- When setting up the room, please do not block the visitors' path to the museum, information desk, or store.
- Please keep in mind that the museum is visited on a daily basis by tour groups, students, and other visitors. If you require privacy or a quiet setting, please use the temporary walls.
- If food is brought in, please make sure the tables are cleaned following the meeting/event.
- The room is available for evening meetings and events sponsored by the department; however, the employee reserving the room will be responsible for ensuring that the MPR is locked and lights are out after the meeting concludes. The doors to the MPR will lock automatically when closed. An Allen wrench is used to lock the front doors to the building and can be found at the museum's main desk. Contact Michael Lucero at 214-2611 for assistance.

Note that the kitchen will not be available for evening meetings and events, due to security concerns with stock for the Museum Store. The sink in the MPR storage closet may be used if needed.

If you have questions about how many people a particular set-up can accommodate (theater style, classroom style, etc.), feel free to consult the Museum Store Manager at 777-5320 or the Curator of Education at 777-7021. Some common set-ups, along with the maximum number of people that can be accommodated are listed below.

Theatre style: 70 people without walls, 35 people with walls

Classroom style: 42 people without walls, 21 people with walls

Conference table style: 26 people with walls

### **Use of the Kitchen**

The kitchen is available for your use during regular museum hours. Users are welcome to utilize the coffee pots, punch bowls, serving utensils, etc. However, they must be cleaned and put away following the event. Tablecloths, plates, utensils, and napkins are not available. Please bring these.

### **Audio/Visual Needs**

An audio-visual cart and one extension cord are available. Other electronic equipment (computer, projector, power strip, etc...) is not available.

### **Use of the Spider Phone – For State Parks and Cultural Resources functions only**

A spider phone is available for meetings. The telephone number for the phone line in the MPR is 777-8908. For assistance in setting up a conference call line, please contact Lisa Koenig at 777-7496 or Christie Christensen at 777-2416 at least 24 hours in advance.

### **Other Free Meeting Space Options**

Emerson Building: 777-7201

Herschler Building: 777-7011

Historic Governors' Mansion Carriage House: 777-7878

Kendrick Building (Wyoming Arts Council): 777-7742

Laramie County Library: 634-3561

\*Reference: State of Wyoming Building Commission, Facility-use Policy, Effective July 18, 2012. <http://ai.state.wy.us/BuildingCommission/PDF/index/SBC%20Policies.pdf>