**Available Equipment, Areas, and Services**

**Available Equipment:**

Chairs: 25 orange padded metal chairs, 100 black wooden folding chairs

Folding Tables: 1 -- 8' table 6-- 6' tables 1---6' folding table

Two 12' magazine tables in Reading Room

LCD Screens: 1 Extra-Large size (only fits in Reading Room and Dome Room), 1 - normal size

Projector (hookups for computer/laptop and DVD player are with projector)

DVD player and speakers

Laptop for emergency backup (user's own device is strongly recommended)

Lectern with amplifier and microphone

Easels: 1 metal, 1 wooden

Step Ladders: 1 – 6’, 1 - 8’

Furniture Dollies: 2

Hand Truck

Miscellaneous extension cords

Most furniture already located in the facility – specifics should be discussed with Facilities Manager as some furniture may not be able to be moved. (note: Reading room can be completely cleared of all free-standing furniture.)

**For Your Use:**

Pantry off of the Welles Gallery - has sink (no refrigerator, no microwave, no stove)

Restrooms – Men’s room and women’s room located on 2nd floor balcony and Welles Gallery. Unisex bathroom on first floor. All bathrooms are handicap accessible and fully stocked for events.

Trash Cans: 2 with lids

Elevator to all floors