Ford Room

Available for public rental at any time.

Cost: $50 per use when library or Douglas ESD is open to the public; $150 per use when library and Douglas ESD are closed.

Dimensions: approx. 39 feet by 39 feet
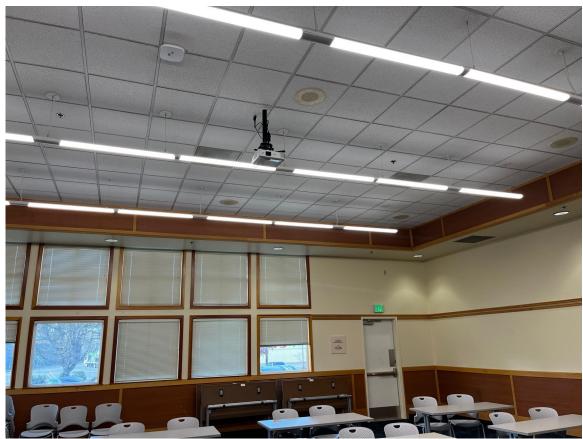
Capacity: 104 people

Tables and chairs in room; renters must move to suit.

Electrical outlets: 14 along walls, 2 in the floor

Whiteboards: 2 (6 feet wide by 4 feet tall); markers provided.

Large screen available.

Ceiling-mounted projector available.

Connects wirelessly with a PC laptop. The system does not work well with Macs. Renters must provide own computer. Instructions for use located in room.

Renters who need tech assistance must notify library staff at least a week before their reservation. **Assistance is subject to staffing capacity and is not guaranteed.**

Sound system available.

For sound from computer, connect wirelessly through the renters' PC laptop. Instructions for use located in room.

Two handheld microphones are available in the room.

Two lapel microphones are available by request only.

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ViewSonic large workstation is available only in conjunction with a laptop provided by the renter. It has an HDMI cable. The library does not provide an HDMI adapter for a Mac.

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There are two ways for the public to offer online meetings such as Zoom.

1. Renters provide their own webcam that connects to their PC laptop.

2. Renters request the library's OWL (shown above), which connects to the renters' PC laptop.

Use of the OWL is not guaranteed unless renters request it and library staff approves the request. There is an additional charge.

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Users may provide refreshments.

Kitchenette with refrigerator, sink, and coffeepot available for use with Ford Room rental. **Stove and dishwasher are not operable.**

Lectern for use subject to availability.