

## KDLA Meeting Room Reservation Policies

### Fees

There is no fee for meeting room usage.

### Availability

Meeting rooms are available from 9:00AM to 4:30PM, Monday through Friday (excluding holidays). Other times may be available upon KDLA approval.

### Directions to the Building

Driving directions are available here: <https://maps.app.goo.gl/S5n9w3gpsKpB1xBF8>.

### Parking & Signing in with Security



- All guests must sign in at the security desk at the front entrance of the building.
- KDLA reserves the use of its visitor parking lot (located at the front of the building) for patrons.
- Parking for meeting room guests is available in the staff parking lot behind the building. **Meeting room guests will park in the staff parking lot and enter at the front entrance to sign in with security, as shown in the graphic above. This requires walking along the road from the back parking lot to the front entrance.**

**However:**

- Disabled parking spaces are available for meeting room participants in the front parking lot.
- Please inform [the meeting room scheduler](#) if someone in your group needs to park in the front lot but does not possess a disabled parking placard. Accommodations will be made for those who cannot walk from the staff parking lot to the front entrance.

**Meeting Coordinator Responsibilities**

- A meeting coordinator must be designated for each reservation. The meeting coordinator must provide their name, address, phone number, and email address.
- The meeting coordinator must provide the date of the reservation; beginning and ending time; name of group; size of the group; and the purpose of the meeting.
- The meeting coordinator may move tables, chairs, and other furniture arrangements. However, furniture must be restored to its original configuration at the end of the reserved time.
- Refreshments, catered luncheons, etc. are permitted in KDLA meeting rooms with advanced notice. The meeting coordinator is responsible for arranging refreshments and clean-up following the meeting. Coffee pots are available upon request.
- Do not tape, tack, or fasten anything to the walls, ceiling, or floor of any of the meeting rooms. (Post-It notes are permitted, including oversized Post-It presentation stickies.)
- A presentation screen is available in the Activity Room. Large screen TVs are available for each meeting room upon request. All other electronic equipment must be furnished by the meeting coordinator at the meeting. Electronic equipment includes but is not limited to laptops, data projector, and compatible cables.

**Meeting Room Conditions of Use**

- Attendees are asked to be mindful of KDLA staff working nearby and to please keep conversations outside meeting rooms to a low volume.
- Any group using KDLA's meeting rooms is expected to take proper care of the facility. Each group is financially responsible for any damage resulting from abuse or neglect.
- Meeting room attendees may use the photocopier located in the Research Room on the first floor. Copy fees do apply. No other office services are available.

**Cancellation**

If you need to cancel a meeting room reservation, please inform the [KDLA meeting room scheduler](#) at least 48 hours in advance.