

## Schedule a Room

**\*\*\*All meeting rooms are subject to our Meeting Room Policy Form. (See PDF below)**

EPL Meeting Room Policy 151.21 KB

EPL Meeting Room Request Form 203.94 KB

EPL Meeting Room Fillable Request Form 230.22 KB

Click the fillable form above! Once you have entered all of your information just download and send it eplstaff [at] highplains.us

## Edith Coffman Room



The Edith Coffman Large Study Room, nestled in the historic heart of the Eaton Public Library, is a treasure of its own. Housed within the library's venerable 1911 architecture, this room exudes a unique charm. With the capacity to comfortably seat up to 12 individuals, it offers a quiet sanctuary for collaborative learning or focused work. Equipped with a substantial television and an integrated computer, it's the ideal space for engaging Zoom meetings

or dynamic presentations. Experience the perfect blend of history and modern convenience in the Edith Coffman Large Study Room, a true gem within the Eaton Public Library.

**\*\*\* Scheduling this room requires a meeting room request form be filled out and submitted prior to acceptance.**

## Rebecca Eaton Room



The Rebecca Eaton Large Study Room, nestled in the historic heart of the Eaton Public Library, is a treasure of its own. Housed within the library's venerable 1911 architecture, this room exudes a unique charm. With the capacity to comfortably seat up to 12 individuals, it offers a quiet sanctuary for collaborative learning or focused work. Equipped with a substantial television and an integrated computer, it's the ideal space for engaging Zoom meetings

or dynamic presentations. Experience the perfect blend of history and modern convenience in the Rebecca Eaton Large Study Room, a true gem within the Eaton Public Library.

**\*\*\* Scheduling this room requires a meeting room request form be filled out and submitted prior to acceptance.**

## Study Rooms



The study rooms at the Eaton Public Library offer a versatile haven for both focused learning and virtual connectivity. Each room is equipped with a generously sized television that's seamlessly integrated with a computer for Zoom calls and presentations. Whether you need a hushed retreat for concentrated study or a tech-savvy space for work-related tasks, these rooms are the perfect choice.

**\*\*\* Please see the front desk to reserve a study room. You will be required to fill out the study room form prior to using. These rooms are first come first served.**

## Colorado Room



## Event Room



designed to meet a wide range of needs.

With a full kitchen for catering convenience, a state-of-the-art 4K projector for captivating presentations, and the capacity to accommodate up to 200 guests, this room is a hub of possibilities. In addition to the impressive projection capabilities, there's a rolling TV and computer available, ensuring flexibility for any event, whether it's a dynamic multimedia presentation or an intimate gathering. The Eaton Public Library's event room is where innovation meets convenience, making it the ideal choice for your next event \*\*\* **Please Note: Your group is responsible for their own room set-up and breakdown. The Library does not provide facilities services for room usage. Please review the meeting room policy prior to reserving this room. This room requires the EPL Meeting room request form be filled out and submitted prior to acceptance of your event.**