

FACILITIES & EVENTS OFFICE

In addition to holding credit and noncredit classes as well as college events, LCCC also opens its doors to the community for conferences, events, parties and trainings the Facilities & Events Office. This team coordinates assistance with room setup, technical needs, food service, and more. Whether you are part of campus group, a nonprofit or governmental agency, or a private business, or even if you want to use space as private individual, you must first contact the F&E Office to schedule space. Please know that LCCC classes and activities take precedence over any outside organization.

Campus Group Support

The Facilities & Events Office supports campus groups by locating and supplying rooms at no charge. Employees or student groups looking for meeting or event space on campus, no matter how big or small, must contact the F&E Office to reserve space, including lobby and lounge spaces.

Non-Profit and Governmental Agencies

Non-profit organizations and governmental agencies are also allowed to reserve rooms at the college for events, activities, meetings and training sessions for nominal fees. Credit and non-credit classes and other college activities take precedence over any outside organization.

Private Businesses and Individuals

The Facilities & Events Office provides low-cost facilities and equipment rental to private businesses, groups and individuals. Credit and noncredit classes and other college activities take precedence over any outside organization.



LARAMIE COUNTY
COMMUNITY COLLEGE

CONTACT INFORMATION

Facilities & Events Office
Center for Conferences and Institutes
(CCI) Building Room 109

Arlene Lester
Program Manager
307.778.1291
alester@lccc.wy.edu

Melissa Gallant
Program Assistant
307.778.1322
mgallant@lccc.wy.edu

Kim Adams
Office Assistant and
Accounts Receivable Technician
307.778.1382
kadams@lccc.wy.edu

Fax: 307.778.1269
lccc.wy.edu/about/facilities

LARAMIE COUNTY COMMUNITY COLLEGE

Facilities & Events



SERVICES

Video Conferences

LCCC has the ability to hold on-site video conferences in our compressed video classroom located in the Education and Enrichment Center (EEC) building. Seating is limited to 30 or fewer participants. Groups can be linked with other locations across the state or even internationally. Usage and technical support fees apply.

Housing for Educational Groups

During the summer when students are not housed on campus, the college has a unique opportunity to provide housing for on-site educational conferences. The groups must have an educational component to rent the Residence Hall.

Temporary Recreational Vehicle Camping

Groups who want to rent college facilities for recreational purposes only may establish a temporary recreational vehicle camp in the college arena area. There are certain rules and regulations for establishing a temporary campground that can be found in a separate brochure, Temporary Recreational Vehicle Campground Guidelines.

Climbing Wall

The climbing wall in the LCCC Multipurpose Room can be scheduled for team-building exercises for schools, community groups and businesses through the Facilities & Events Office. More information, including

rates and requirements can be found online at lccc.wy.edu/about/facilities.

Additional liability insurance is required to use the climbing wall, and appropriate waivers must be signed in advance.

SUPPORT SERVICES

Room Set Up and Amenities

Many room setups are available, including classroom-style, conference, banquet, and theater-style configurations. Your rental fee includes room setup, table skirting, tables, chairs, and podiums. In addition, a small kitchenette in the Center for Conferences & Institutes has coffee pots, water pitchers, a sink, a refrigerator/freezer and an ice machine; this area is available for use free of charge.

Catering

No event is too small or too large. LCCC has an exclusive contract with Sodexo to provide food service for the college and outside groups using campus facilities. Sodexo offers full-service catering and can arrange a custom menu or even just refreshments for any size group. For more information or to access their menus, visit lccc.catertrax.com.

Audio/Visual Equipment

LCCC has state-of-the-art audio and visual equipment standard in most campus rooms. The college can also provide lapel or podium microphones and a high-quality portable public address system. Additionally, the entire campus has free guest wireless access in every building. Have a lower tech group? We also have flip charts and easels available, and most rooms on campus have whiteboards.

POLICIES

Alcohol and Smoking Policies

The college is alcohol- and smoke-free and does not allow any alcohol to be served on college grounds. Smoking is permitted outside any building but we ask that smokers extinguish and place cigarette butts in trash containers.

DISCOUNTS

Discounts are given to governmental agencies and groups sponsored by LCCC. There are no discounts on large meeting rooms or large facilities, such as the arena or the gyms in the P.E. Building.



We work in conjunction with local hotels and motels to accommodate large groups that require more space than our facilities can provide or overnight accommodations. For more information, contact the Cheyenne Area Convention and Visitors Bureau at cheyenne.org or call 800.426.5009 or 307.778.3133.

