

## General Information

- Rooms are not available for private social functions.
- The Library cannot store any group's equipment, etc. and is not responsible for materials or equipment left in the library by users.
- Permission to use meeting rooms does not constitute an endorsement by the Library of the group's beliefs or policies.
- The Library reserves the right to revoke meeting room privileges at any time.
- Groups using rooms should keep noise to an acceptable level for a library environment.

## Study Room Reservations

Study rooms are free to use for quiet study groups of 1-6 people.

### College Hill 1st floor study rooms:

Each of the 5 rooms require an online reservation. Book up to 2 weeks in advance at [tinyurl.com/wpldibs](https://tinyurl.com/wpldibs). For more information please call 303-658-2603.

### Irving Street study rooms

Each of the 4 rooms require an online reservation. Book up to 2 weeks in advance at [tinyurl.com/wpldibs](https://tinyurl.com/wpldibs). For more information please call 303-658-2303.

### College Hill 2<sup>nd</sup> floor study rooms:

FRCC students and tutors have priority for each of the 6 rooms. Find out more at the 2nd floor service desk or call 303-404-5504.

Please note: Library events and programs have priority over all other room requests. Existing reservations may be modified to accommodate such programs and events. City and College users have priority over community groups.

# Meeting Rooms/ Study Rooms Westminster Public Libraries



College Hill Library  
3705 W. 112th Ave.  
Westminster, 80031



Irving Street Library  
7392 Irving Street  
Westminster, 80030

## Meeting Room Descriptions and Fees

### College Hill Room L 211-Multipurpose Room

Capacity: 80 lecture/50 classroom

White board, DVD/Blu-ray, LCD projector. Fee: \$60.00/hr. Room setup is not guaranteed.

### College Hill Room L 107-Community Bancorp Multipurpose Room

Capacity: 50 lecture/30 classroom

White board, DVD/Blu-ray, LCD projector. Fee: \$50.00/hr. Room setup is not guaranteed.

### College Hill Room L 200-Bruchez Conference Room

Capacity = 14-17

Large conference table, white board, TV with Blu-Ray DVD

Fee: \$40.00/hr.

### College Hill Room L 167-Conference Room

Capacity = 12-15

Conference table and white board. Fee: \$20.00/hr.

### Irving Street-Community Room

Capacity: 50 lecture, 30 classroom

White board, VCR/DVD, LCD projector. Room set-up is the responsibility of the user. Fee: \$30.00/hr.

## Reservation Guidelines

- Groups may book a maximum of six reservations within a 90 day period.
- Groups may book 90 days out.
- Reservations should include set up and take down time.
- Every effort will be made to accommodate a room setup request, but it cannot be guaranteed.

## LCD Projector

An LCD Projector is available in: Irving Street Community Room, L107, and L211. **If you have not used the projector before, we strongly recommend meeting with an Automation staff member sometime before your meeting to make sure your laptop is compatible with our projector.** Call 303-658-2642 to set up an appointment with our technology staff to meet with you.

## Meeting Room Reservation System

The library uses **Spaces**, an online reservation system. To book a meeting room in **Spaces**, you must first create an account. Then, just search the date and time you need. Further instructions are available on the library website. You can manage your reservation at any time by logging into your **Spaces** account.

## Meeting Room Policies

- Meetings may begin 30 minutes after the library opens and must end 30 minutes prior to closing. There is no access to the library before or after posted hours of operation.
- Groups must abide by the library *Standards of Acceptable Use*.
- Flat fee structure for all groups.
- Room fees are due on the day of the meeting, prior to start of meeting. Fees to be paid at College Hill 1st floor Circulation Desk or Irving Street Circulation Desk. Unpaid balances will revoke reservation privileges.
- Patrons must be 16 and older to reserve meeting rooms.
- All meetings shall remain open to Library Staff.
- No alcoholic beverages are permitted in the library without the express consent of the college.
- The Library is a tobacco-free facility.

## Making a Reservation

Visit the library website to see room photos and schedule an online reservation. <https://www.cityofwestminster.us/Libraries/About/MeetingStudyRoomReservations>

## Canceling a Reservation

Log into your Spaces account to manage and/or cancel your reservation.