






All meeting room reservations are managed through [Spaces](#).

Available rooms and specifications:



Location	Fee	Capacity
College Hill L167	\$20/hr.	12-15
College Hill L200	\$40/hr.	14-18
College Hill L107	\$50/hr.	30 classroom/50 lecture
College Hill L211	\$60/hr.	50 classroom/80 lecture
Irving Street Community Room	\$30/hr.	30 classroom/50 lecture

Making a SPACES reservation

1. Enter your desired date and time. Click/tap **Search for Space**. **Available** rooms appear, including a timeline of available hours. Key to timeline:

-  The time you have requested.
-  Hours when the library is closed.
-  The room is not available for one of the following reasons:
 1. It is either 30 minutes after we open, or before we close.
 2. The room is already booked for a library meeting or program.
 3. The room is already booked by another group.
 4. There is a 30 minute setup buffer between meetings.

If, for some reason, you click the "Show **Unavailable Spaces**" link, the key changes.

-  Your requested time is only partially available.
-  The remainder of your requested time is booked, blocked by the 30 minute buffer for an upcoming reservation, or it is 30 minutes before the library opens or closes.

2. Click/tap the **See More** link for additional information about room equipment and setup options, if available.)

3. To choose a room reservation, click/tap the "Pick Me!" button that corresponds with the room of choice.

4. To proceed with the reservation you must have a Spaces account. Create an account, and/or log in. After creating your account, watch for an email from Westminster Public Library. **Please open the email and click/tap the Verify button**. If you don't do this, you will not receive any future communications from Spaces, including confirmations.

5. Complete the registration form:

- Confirm the date and time at the top of the page
- Choose one of the four room layouts. (Room L107 or L211 only).
- Enter a purpose for which you intend to use the room.
- Choose an organization.
 - ***If you are new to Spaces***, click/tap ***Join or Create an Organization***.
 - You can scroll through the list of organizations to see if your organization is already entered. If it's not, click/tap ***Request to Create a New Organization***
 - Enter the name of your organization and the *Organization Type*: **Community Group**
 - You should immediately receive an email from Westminster Public Library confirming your new organization.
 - Now return to the *Choose Organization* section and click/tap the down arrow. Your organization should now appear. Select it.

Please note: It is critical that you pick/create an organization. If you do not book in the name of your organization, people viewing the calendar will not know what room your meeting is in. If you do not provide an organization, WPL Schedulers may designate your personal name as the organization and that will appear on the calendar.

- ***If you have used Spaces before***, click/tap the down arrow and select the organization affiliated with your account.
- ***If you booked a library meeting room in 2019***, click/tap the down arrow to find your organization on the pre-populated list and select it.
- Finish completing the form.
 - How many people are you expecting?
We ask this to remain in compliance with city fire code. If the number of people you are expecting exceeds room capacity, your reservation will be denied.
 - Do you need help setting up technology before your meeting?
We strongly recommend meeting with a technology staff member ahead of time to make sure your equipment is compatible with our projector. Technology staff may not be available on the day of your reservation to help solve a problem. Don't let equipment issues disrupt your meeting- please, plan ahead.
 - Terms and Conditions.
[View our guidelines and policies.](#)
- Select the "Continue" button to continue to the Request Summary. You'll see a summary of your reservation and the amount due.

6. Click/tap the "Select Reservation" button to complete the reservation request process.

7. After the reservation is submitted, you'll receive an email from Westminster Public Library stating your reservation is pending approval. Your reservation will be reviewed by our schedulers.

8. You will receive another email from Westminster Public Library stating your reservation is approved or denied. If denied, a reason will be given related to room size, guidelines or policies. You will need to start over and make a new reservation.

QUESTIONS? Email wpl-intouch@cityofwestminster.us or call 303-658-2647.

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

Irving Street Library, 7392 Irving Street, Westminster, 80030

www.westminsterlibrary.org

March 2020