

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. Rooms have glass whiteboards and Roku Smart TVs with Blu-ray players.

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. For more information please call 303-658-2604.

Irving Street study rooms

Each of the 4 rooms require an online reservation. Book up to 2 weeks in advance at tinyurl.com/wpldibs. For more information please call 303-658-2303. Age restricted use—see staff for details.

College Hill 2nd 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 | Fee: \$60.00/hr.

Capacity = 80 lecture/50 classroom

Whiteboard, Blu-ray player, LCD projector, sound system. Room setup is not guaranteed.

College Hill Room L 107-Multipurpose Room | Fee: \$50.00/hr.

Capacity = 50 lecture/30 classroom

Whiteboard, Blu-ray player, LCD projector, sound system. Room setup is not guaranteed.

College Hill Room L 200- Conference Room | Fee: \$40.00/hr.

Capacity = 14-17

Large conference table, whiteboard, TV with Blu-Ray player.

College Hill Room L 167-Conference Room | Fee: \$20.00/hr.

Capacity = 12-15

Conference table, glass whiteboard, Samsung Smart TV with Blu-ray player.

Irving Street Community Room | Fee: \$30.00/hr.

Capacity = 50 lecture, 30 classroom

Glass whiteboard, Blu-ray player, LCD projector, speakers. Room set-up is the responsibility of the user.

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: L107, L211 and the Community Room.

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.

Please indicate you would like help with technology setup when making your reservation. Staff will contact you to arrange a time.

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.

Making a Meeting Room Reservation

Visit the library website to see room photos and additional information.

To book, visit Spaces: <http://westminsterlibrary.evanced.info/spaces>

Canceling a Meeting Room Reservation

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

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*.
- There is a flat fee structure for all groups.
- Room fees are due on the day of the meeting, prior to start of meeting. Fees are paid at the 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.
- The Library is a tobacco-free facility.
- Patron/group is responsible for any damage to library meeting room property.

Spaces

<http://westminsterlibrary.evanced.info/spaces>