

## Meeting Room Reservation Guidelines

- 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.
- 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.
- 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.

## Study Room Reservation Guidelines

- Study rooms can be booked for one- or two-hour blocks for up to four hours per day.
- Reservations can be made up to two weeks in advance.
- If an individual does not show up within 15 minutes of reservation start time a reservation may be cancelled, and the room given to someone else.
- Reservations begin 30 minutes after the library opens and end 30 minutes prior to closing.
- A library card is not required for use. A full name and a valid email address will be needed to book a room.
- Short term use of an empty study room may be acceptable, but reservations take priority.
- The Library is not responsible for items left unattended in study rooms. Unattended items may be moved to lost and found.

# Meeting Rooms/ Study Rooms Westminster Public Libraries



The Westminster Public Library welcomes the public to reserve its spaces for programs, meetings, or study on a first-come, first-served basis when such use does not conflict with Library-sponsored programs and services. The Library makes these spaces available on equitable terms to all persons and groups, regardless of opinion or affiliation. Granting the use of its facilities does not imply approval by the Library of the group's meeting or the ideas presented at the meeting.



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



Irving Street Library  
7392 Irving Street  
Westminster, 80030

## Meeting and Study Room Terms of Use

- Individuals/Groups must abide by the library's Standards of Acceptable Behavior.
- Rooms are not available for private social events such as birthday parties or wedding receptions.
- No alcohol consumption is permitted in meeting or study rooms.
- Individuals/groups are responsible for any damage to library meeting/study room property and a/v equipment.
- The Library cannot store or monitor any group's equipment, personal effects, etc. and is not responsible for materials or equipment left in the library by users.
- The library may not be identified as a co-sponsor of the meeting without prior approval.
- The Library retains the right to cancel a reservation and will make every effort to accommodate the group/individual.
- Groups or individuals that have reserved a room must not display signage, tents, merchandise, or furnishings outside of the space or outside the building, unless given permission by library staff.
- The Library cannot guarantee privacy for any meeting. Staff reserve the right to enter the room at any time.
- The Library is not responsible for registering participants for non-Library events.
- The Library reserves the right to revoke room privileges based on violation of terms of use.

## 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. Visit the library website to see room photos and additional information. To book, visit Spaces: [westminsterlibrary.evanced.info/spaces](http://westminsterlibrary.evanced.info/spaces). Log into your Spaces account to manage and/or cancel your reservations.

## Study Room Reservation System

The library uses **D!bs**, an online reservation system, for all College Hill 1st Floor and Irving Street study room bookings. Book up to 2 weeks in advance using D!bs: [westminsterlibrary.evanced.info/dibs](http://westminsterlibrary.evanced.info/dibs)

## Room Descriptions and Fees

### MEETING ROOMS

**College Hill Room L 211-Multipurpose Room | Fee: \$60.00/hr.**  
Capacity = 80 lecture/50 classroom. Room setup is not guaranteed.  
Whiteboard, Blu-ray player, LCD projector, sound system.

**College Hill Room L 107-Multipurpose Room | Fee: \$50.00/hr.**  
Capacity = 50 lecture/30 classroom. Room setup is not guaranteed.  
Whiteboard, Blu-ray player, LCD projector, sound system.

**College Hill Room L 200- Conference Room | Fee: \$40.00/hr.**  
Capacity = 14-17  
Large conference table, whiteboard, TV, Blu-Ray player.

**College Hill Room L 167-Conference Room | Fee: \$20.00/hr.**  
Capacity = 12-15  
Conference table, glass whiteboard, Samsung Smart TV, Blu-ray player.

**Irving Street Community Room | Fee: \$30.00/hr.**  
Capacity = 50 lecture, 30 classroom. Room setup by user.  
Glass whiteboard, Blu-ray player, LCD projector, speakers.

### STUDY ROOMS

Study rooms are free to use for quiet study groups of 1-6 people. Rooms have glass whiteboards, Roku Smart TVs, Blu-ray players.

**College Hill 1st floor study rooms | Free | L155, L156, L157, L158, L168**  
Each of the 5 rooms require an online reservation via D!bs. For more information please call 303-658-2604.

**Irving Street study rooms | Free | Rooms A, B, C, D**  
Each of the 4 rooms require an online reservation via D!bs. For more information please call 303-658-2303. Age restricted use—see staff for details.

**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.

## Book a Tech Help Appointment

If you have not used a library meeting room before, we strongly recommend meeting with an Automation staff member sometime before your meeting to make sure your laptop or other device 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.