

## GENERAL INFORMATION

- Rooms are not available for private social functions.
- Flat fee structure for all groups.
- 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.

## POLICIES

- Room fees are due on the day of the meeting, prior to start of meeting. Fees to be paid at 1<sup>st</sup> or 2<sup>nd</sup> floor Circulation Desks. 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 college.
- The Library is a tobacco-free facility.
- Patron/group is responsible for any damage to library meeting room property.
- 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.
- Scheduled reservations must include set up and take down time. You will be charged for early access/late departure of your scheduled time.

# Community Meeting Rooms @ the Library



## College Hill and Irving Street Libraries Westminster, CO



**The Library is pleased to offer a variety of meeting rooms available for use and rental by the community.**

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.

**RESERVATION GUIDELINES**

- Groups may book a maximum of 6 days within a one-month period.
- Groups may book only 3 consecutive days within a one-month period.
- Groups who meet weekly may book one month out.
- Groups who meet less than weekly may book 3 months out.
- 24-hour notice is required to cancel a reservation or group is still responsible for room rate. Three cancellations without notice will revoke reservation privileges.

**TO MAKE A RESERVATION**

Visit: [http://www2.westminsterlibrary.org/mtg\\_rooms/](http://www2.westminsterlibrary.org/mtg_rooms/) to see room photos, policies and to schedule a room online.

OR You can call the meeting room extension:

1. Please have this information available:
  - Group Name
  - Contact Name & phone #
  - E-mail or mailing address
  - Date and time you are interested in booking a room
  - Size of your group
2. Call 303-658-2642
3. All cancellations must be made **24 hours in advance** and can to be called into the meeting room extension or cancelled through the online website.

*Revised 8-23-10*

**MEETING ROOMS AT COLLEGE HILL**

**L 211 Multipurpose Room** (Capacity: 80 lecture/50 classroom)  
White board, VCR/DVD, LCD projector (see rates below)  
Fee: \$60.00/hr

**L 107 Community Bancorp Multipurpose Room**  
(Capacity: 50 lecture/30 classroom)  
White board, VCR/DVD, LCD projector (see rates below)  
Fee: \$50.00/hr

**L 200 Bruchez Conference Room** (Large: capacity = 14-18)  
Large conference table, white board, TV with Blu-Ray DVD  
Fee: \$40.00/hr

**L 167 Conference Room** (Medium: capacity = 12-15)  
Conference table and white board  
Fee: \$20.00/hr

**L 263 Conference Room** (Small: capacity = 10)  
Conference table, white board, TV with VCR/DVD player  
Fee: \$15.00/hr

**Study Rooms** (first come, first served) – 2 hour time limit  
Small group rooms are suitable for quiet study groups of 6 persons or less. Each room has a white board.  
2<sup>nd</sup> floor rooms include TV with VCR/DVD  
The library has 12 small study rooms. Free, no reservations.

**MEETING ROOMS AT IRVING STREET**

**Irving Street Community Room**  
(Capacity: 50 lecture style, 30 classroom style)  
White board, VCR/DVD, LCD projector (see rates below)  
Room set-up is the responsibility of the meeting room user.  
Fee: \$30.00/hr

**Irving Street Study Rooms** (first come, first served)  
Small group rooms are suitable for quiet study groups of 6 persons or less.  
The library has 4 small study rooms. Free, no reservations.

**A/V EQUIPMENT**

LCD Projector use: \$50, under 4 hours or \$100, over 4 hours