

Jefferson County Public Library

# Meeting Rooms



## Community and Business Group Rates\*

|           |             |
|-----------|-------------|
| 1-4 hours | <b>\$25</b> |
| 4-8 hours | <b>\$50</b> |
| 8+ hours  | <b>\$75</b> |

\* Groups from Jefferson County and local government, K-12 schools and other special districts can use the Library's meeting rooms free of charge. All other groups requesting use of a meeting room without charge must complete an "Application for Free Use of Meeting Rooms," available online at [http://jefferson.lib.co.us/pdf/meetroomfree\\_app.pdf](http://jefferson.lib.co.us/pdf/meetroomfree_app.pdf) Send the completed application to the address noted on the form. Applications will be reviewed for approval by the Executive Director.

The Library has first priority for use of meeting rooms for its programs. When no library use has been scheduled, use is determined on a first come, first served basis.

To make a reservation, call **(303) 275-2217**.

## Making a Reservation

Reservations are accepted from 8 a.m. to 5 p.m., Monday - Friday, by calling the Library Public Information Office, **(303) 275-2217**.

After confirming a reservation by phone, payment can be made by:

- Calling 303-235-JCPL (5275) anytime before your reservation/event and paying with a credit card
- Going to any JCPL library prior to your event and paying with cash, check or credit card at the accounts desk
- Paying at the requested library on the day of your event with cash, check, or credit card at the accounts desk

**Payment must be made by the time your meeting starts or your group will be denied use of the room.** Please have the name of the group, the date and the amount due available for staff when you pay.

- Reservations for **community and non-profit** groups can be made up to two months in advance; **business** groups can reserve meeting rooms up to one month in advance. For instance, to book for Aug. 5, a **community** reservation would be accepted starting at 8 a.m. on June 5; a **business** reservation would be accepted starting at 8 a.m. on July 5.

- Meeting rooms are available for use only during regular Library hours. Meeting room users are responsible for setup and cleanup within the hours reserved. Users are responsible for ensuring that Library property is protected and must notify a Library staff member when they are finished with the room. Any group leaving the room in poor condition or misusing the facility may be denied another reservation.
- Invitations or press releases should not be issued until the specific meeting room reservation has been confirmed. Publicity materials, invitations, fliers and press releases must clearly indicate the sponsoring group or organization and may not list or imply the Library as co-sponsor of an event, or list a library telephone number as contact information, without express permission of the Public Information Office. The Library cannot publicize community or business events held in our meeting rooms.
- Children of those attending meetings should not be left unattended in the Library during meeting room use.

**continued**

■ Kitchen facilities are not available at most libraries\*, but groups may bring in equipment for coffee, tea, etc. Simple refreshments and catered meals, which are not to be cooked on-premises, are allowed. Alcoholic beverages are not permitted on the premises, nor is smoking permitted in any part of the Library.

\*mini-kitchen available at Arvada, Belmar and Golden

■ The Library reserves the right to cancel or refuse the use of meeting rooms at any time.

**Patrons must give at least a week's notice to cancel a reservation or they may be required to pay the fee.**

## Facilities

**Arvada** (303) 235-JCPL (5275) Capacity - 55  
7525 W. 57<sup>th</sup> Ave., Arvada, CO 80002

Equipment available  
Chairs • Tables • Mini-kitchen • Conference Board  
• Projection Screen • Lectern • Easel Tack Strip

**Belmar** (303) 235-JCPL (5275) Capacity - 71  
555 S. Allison Pkwy, Lakewood, CO 80226

Equipment available  
Chairs • Tables • Mini-kitchen • Conference Board  
• Projection Screen • Lectern • Easel Tack Strip

**Columbine** (303) 235-JCPL (5275) Capacity - 96  
7706 W. Bowles, Littleton, CO 80123

Equipment available  
Chairs • Tables • Running Water • Conference Board  
• Projection Screen • Lectern

**Evergreen** (303) 235-JCPL (5275) Capacity - 40  
5000 Highway 73, Evergreen, CO 80439

Equipment available  
Chairs • Tables • Running Water  
Conference Board • Projection Screen

**Golden** (303) 235-JCPL (5275) Capacity - 41  
1019 Tenth St., Golden, CO 80401

Equipment available  
Chairs • Tables • Running Water  
• Conference Board • Projection Screen • Lectern  
Mini-Kitchen • Easel

- Groups reserving meeting facilities are solely responsible for obtaining appropriate insurance and any permits or licenses required by any governing entity for their specific activity.
- We cannot accept continuing reservations from any group.
- Meeting rooms are not available for social functions.
- All meetings must be open to the general public.
- Permission to use meeting rooms does not constitute an endorsement by the Library of the group's policies or beliefs.

**Lakewood** (303) 235-JCPL (5275) Capacity - 70  
10200 W. 20th Ave., Lakewood, CO 80215

Equipment available  
Chairs • Tables • Bulletin Board • Black Board  
• White Board • Projection Screen • Lectern Wall Easels - 2

**Standley Lake** (303) 235-JCPL (5275) Capacity - 73  
8485 Kipling Street, Arvada, CO 80005

Equipment available  
Chairs • Tables • Running Water • Conference Board  
• Projection Screen • Lectern

### HOURS

|                   |                        |
|-------------------|------------------------|
| Monday - Thursday | 10:30 a.m. - 8:30 p.m. |
| Friday - Saturday | 10:30 a.m. - 4:30 p.m. |
| Sunday            | 12:30 p.m. - 4:30 p.m. |

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