Boulder City Library has a couple of announcements to make regarding our meeting rooms.

You are now able to book your meeting rooms online! We have modernized the booking process with **Spaces**. A link is available on our website and attached to this letter is a walkthrough. If you have any questions about the new way of booking or do not have an email address, please stop at the Information Desk. We can show you how to use the new system or make a reservation for you.

Due to some misunderstandings, here are a few parts of our policy we’d like to highlight.

- Please check in and check out at the Information Desk.
- Meeting Rooms can be booked 6 months in advanced.
- The Library has priority when using rooms. It is rare, but you may be bumped from a room if a library program needs to be on that date. The Library will give you 48 hours’ notice in this case.
- All meetings must be open to the public for the entire meeting. You are not allowed to kick anyone out. If an attendee is being disruptive, please inform the Information Desk and the Librarian on Duty will address the problem.
- Meetings are not “booked” until you have verbal or written confirmation from the library. If you have sent in an application but haven’t heard from us within 48 hours, please call.
- Please reset and clean the meeting room after your use. There is a vacuum available in the Community Room kitchen. If you need any other cleaning supplies, please ask at the Information Desk. Trash can be taken to our dumpster out back. If something is spilled that may stain, please let us know right away so we can get treatment on it.
- No fees may be charged, dues collected, funds solicited, nor items or services advertised or offered for sale. You may not charge attendees to attend a meeting or event.

Anyone violating these policies may lose access to our rooms. If you have any questions, please ask at the Information Desk.

Thank you for choosing the Boulder City Library to host your group. We look forward to working with you in the future.

Kimberly Diehm
Director, Boulder City Library
How to use Spaces

1. Go to: http://bclibrary.evanced.info/spaces
2. Search for a date and time.
3. Select the room that is available. If the times are in red, the room is unavailable at that time. Unavailable rooms will be listed in a separate drop-down menu.
4. Log in or create a new account. If creating a new account you will need to verify your email.

5. Fill out all information required in application. All required information is marked with an *.
6. Submit your application. A staff member will review it and you will be notified through email. Until you receive an email confirmation, the room is not booked.

7. You can check on pending and approved reservations under “My Account” when logged into Spaces.

Please note that if you need BOTH rooms, you will need to make 2 reservations, one for each room.