MARY L. STEPHENS, DAVIS BRANCH LIBRARY
YOLO COUNTY LIBRARY
APPLICATION FOR USE OF LIBRARY BRANCH MEETING ROOMS

1. No charge for use during the hours when the Library is open.
2. Refer to County Library Fines & Fees Schedule for list of fees.
3. Confirmed reservations are based on the order of receipt of written application.
4. Confirm all equipment needed with submission of application.
5. Additional information provided on the attached sheet.
6. Self-service room set-up.
7. Non-Profit Organizations only. No Commercial Activity.

PLEASE PRINT

Organization Name_____

Phone:_____

Date Room Will Be Used :_____   Time (includieSet up and Clean up) From: _____ To:_____

Person Making Reservation:_____   Phone:_____

Address:_____City/Zip:_____

Person responsible for Set up and Clean up:_____

Address:_____   Phone:_____

Number of persons attending:_____   Description of Planned Activity:_____

_____

EQUIPMENT NEEDS *(check all that apply)* *YOU WILL NEED A VALID YOLO COUNTY LIBRARY CARD*

	Quantity (indicate number below)
☐ **Complete electronic, remote control, sound & audio visual system** (includes: DVD/VHS/CD Player, Overhead Projector	
Microphones (indicate type below)	
☐ Lapel Microphone (2)	
☐ Directional Microphone (table top) (2)	
☐ Assisted Listening Device (4)	

BILLING

INFORMATION—THIS IS THE ONLY NOTICE YOU WILL RECEIVE
(Fees <u>must </u>be paid prior to use)

After Hours Room Rental— $10.00 per hour x _____ Hours= $_____

Food / Beverages Fee—$10.00   ☐Yes   ☐ No   =$_____

TOTAL CHARGES   **= $_____**

Yolo County Library reserves the right to charge for any damages to equipment, the room, or for any necessary cleaning after use. "I have read and understand the meeting room fees and policies and agree to abide by the terms and conditions of this contract."

Name of applicant—Please print:_____ Signature of applicant:_____

Date paid:_____   Amount paid:_____   Receipt #_____   Staff Initials:_____

Keys picked up:_____   Keys returned _____   ☐ Yes   ☐ No
          Signature   Key Color

Staff After Hours Call Back Fee ($50)applied?   ☐ Yes   ☐ No