

YOLO COUNTY LIBRARY  
DAVIS BRANCH  
315 E. 14th Street, Davis CA 95616  
(530) 757-5593, fax 757-5590

***Contract for Use of the Small Conference Room***

For use only by non-profit groups    Groups may not charge fees    Rooms may be reserved three months in advance    Maximum limit for this room is 15 people    This room is available only when library is open

Please print

ORGANIZATION NAME \_\_\_\_\_

DATE ROOM WILL BE USED \_\_\_\_\_

TIME (including setup and cleanup) FROM \_\_\_\_\_ (A.M. or P.M.)  
TO \_\_\_\_\_ (A.M. or P.M.)

DESCRIPTION OF PLANNED ACTIVITY \_\_\_\_\_  
\_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES \_\_\_\_\_

PERSON RESPONSIBLE FOR USE OF ROOM (must be at least 18 years of age)

NAME OF APPLICANT – please print \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Taking requests for the Blanchard Room and Small Conference Room

- Meeting rooms may be requested up to three months in advance. Patrons may reserve the room twice during a calendar month. Any requests for exceptions to these two rules must be cleared through the branch manager.
- Please do not accept requests for dates more than three months from the current date.
- Reservations will no longer be accepted at the Information Desk. Groups may complete a contract or place their name and pertinent Information on a log, which will be kept at the Information Desk.
- Meeting room forms for Blanchard Room and Small Conference Room are available here. These are subject to change. Please note: this version is NOT on the website yet.
- You may give people copies of the contracts but please let them know that this does NOT confirm their reservation(s). You may also give them a copy of the form, "To schedule the Blanchard Room....." Billing and A/V information do not apply at this time.
- Entries on the log will be accepted over the phone or in person. We do accept faxed or mailed contracts. Requests received by mail or over the desk will be considered along with requests on the log.
- Requests will be processed in the order received or entered on the log. People will be contacted by phone or email as soon as staff is available to consider their request.
- **At this time, we are not able to accept reservations for any hours the library will be closed, and AV equipment is not available.**
- You may consult the attached calendars to determine if the desired dates are available (as of the last time requests were processed). Highlights indicate times room is **NOT** available. **White pages: Blanchard Room**; *Beige pages: Small Conference Room*

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