

# **DAVIS BRANCH LIBRARY MEETING ROOMS**

## **The Blanchard Community Room**

The Blanchard Community Room has a maximum occupancy of 97 persons, with seating capacity of 97, and approximately 100 parking spaces. The Blanchard Community Room is equipped with: **8 six-foot tables**, a pull-down screen, an overhead projector, sound system, a DVD/CD/VHS/audio cassette player, a podium, and an easel.

Kitchen facilities are available, including a refrigerator, microwave, and electric range. Groups using kitchen facilities must provide their own supplies. There is a \$25.00 fee to use the kitchen, or to serve food and/or beverages.

The fee for use of the Blanchard Community Room is \$20.00 per hour (or any portion of an hour) when the library is closed. This charge is in addition to the \$25.00 food and beverage fee. There is a \$10.00 charge to use the audiovisual equipment. A call-back fee of \$125.00 is charged if a staff person needs to be called to the building to resolve a problem after the Library is closed.

## **The Small Conference Room**

The Small Conference Room provides seating for 10 around the large conference room table. The room has a maximum occupancy of 23 persons. There is a white board available. Use the Small Conference Room for meetings, or drop-in study groups of three or more, when the Library is open. Please note that food and beverages are not allowed in the Small Conference Room.

## **Making Reservations**

Any non-profit or community group may reserve either room. Please stop by or call the Reference Desk at 530-757-5593, ext. 3 to make a reservation, fill out a contract, and make a payment. Groups may use the meeting rooms no more than two times in a calendar month. Reservations may be made up to three months in advance of the meeting date. (For example, on March 14, dates up to and including June 14 would be available to reserve.) **Reservations are not final until a contract is signed and payment made. Please note, fees are non-refundable.** Use of these meeting rooms does not constitute an endorsement by the Library. All activities must be open to the public at no charge.

## **Priorities / General Rules**

- First priority in scheduling the meeting rooms will be given to library programs and library-related groups and programs.
- All groups of persons under 18 years of age must be supervised by an adult, who will be responsible for the group's action. Meeting room contracts must be signed by the supervising adult.
- Smoking, candles or flames are not permitted.
- Alcoholic beverages are not permitted.
- Equipment, supplies, or personal effects cannot be stored or left in the meeting room before or after use.