

DAVIS BRANCH LIBRARY MEETING ROOMS

The Blanchard Community Room

The Blanchard Community Room has a maximum occupancy of 176 persons, with 120 approximate seating capacity, and 100 approximately parking spaces.

The Blanchard Community Room is equipped with: 8 six-foot tables, a pull-down screen, an overhead projector, a slide projector with an 80-slide tray, a 32" TV and DVD/VCR on a cart, a podium, sound system, a 16-mm projector with reel, a small cart with electrical cord, a piano, and an easel.

Kitchen facilities, including a refrigerator, microwave, and electric range, are available. Groups utilizing kitchen facilities must provide their own supplies. There is a \$10.00 fee to use the kitchen or serve food and beverages.

The fee for use of the Blanchard Community Room is \$10.00 per hour (or any portion of an hour) when the library is closed. This charge is in addition to the \$10.00 food and beverage fee. A call back fee is charged (\$50.00) if the security system is not set properly when the room is used after the Library is closed.

The Small Conference Room

The Small Conference Room provides seating for 15 around a large conference table. 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.

Making reservations

Any non-profit or community group may reserve either room. Please stop by or call the Reference Desk (757-5593), to make a reservation, fill out a contract, and make a payment. Reservations may be made up to three months in advance of the meeting date. Groups may not charge fees. Reservations are not final until a contract is signed and payment is made. Use of these meeting rooms does not constitute an endorsement by the Library. All activities must be open to the public at no charge.