

**STEPHENS-DAVIS BRANCH LIBRARY  
YOLO COUNTY LIBRARY  
APPLICATION FOR USE OF BLANCHARD MEETING ROOM**



1. No charge for use during the hours when the Library is open.
2. Refer to Yolo County Library Fines & Fees Schedule for list of fees.
3. Confirmed reservations are based on the order of receipt of written application.
4. Application may be submitted in person or by FAX (530)757-5590
5. Confirm all equipment needed with submission of application.
6. All fees must be paid at the time the application is submitted.
7. Self-service room set-up.
8. Not for profit uses only. No Commercial Activity. Event must be open to the public with free admission.

**PLEASE PRINT:**

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Day & Date Requested: \_\_\_\_\_ Time (including set up & clean up): From \_\_\_\_\_ To \_\_\_\_\_  
 Person Making Reservation: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Library Card# : \_\_\_\_\_  
 Additional Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Person responsible for Set Up and Clean Up: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Number of persons attending: \_\_\_\_\_ Description of Planned Activity: \_\_\_\_\_

**BILLING INFORMATION -THIS IS THE ONLY NOTICE YOU WILL RECEIVE (Fees must be paid at time application is submitted)**

AV Equipment Use fee: \$10 \_\_\_yes \_\_\_no =\$ \_\_\_\_\_  
 After Hours Room Rental: \$20 per hour x \_\_\_\_\_ Hours =\$ \_\_\_\_\_  
 Food Beverage fee: \$25 \_\_\_yes \_\_\_no =\$ \_\_\_\_\_  
**TOTAL CHARGES** =\$ \_\_\_\_\_

Date paid: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Staff initials: \_\_\_\_\_  
 Yolo County Library reserves the right to charge for any damages to equipment, the room, or any necessary cleaning after use.

**EQUIPMENT NEEDS (check all that apply) (numbers in parenthesis indicate quantity Davis branch owns)**

\_\_\_ Complete electronic, sound & audio visual system (includes DVD/VHS/CD Player, Overhead Projector & Screen, and Sound System)

<u>OR</u>	<u>Date Picked Up</u>	<u>Date Returned</u>
___ Table Top Hand Held Microphone & stand (table top) (2)	_____	_____
___ Lavalier Microphone aka. Lapel mic (wireless) (2)	_____	_____
___ Assisted Listening Device (wireless) (4)	_____	_____
___ VGA Cable 10 ft. (Projector/DVD player/TV connector) (1) (yellow)	_____	_____
___ VGA Cable -10 ft. (1) mini dvi to VGA connector, lightning to USB cable (green)	_____	_____

**CARPET CLEANING FEE:** Carpet cleaning fee plus the actual cost of professional cleaning.

Carpet Cleaning fee: \$50 \_\_\_yes \_\_\_no =\$ \_\_\_\_\_  
 Professional Cleaning Charge (actual cost): =\$ \_\_\_\_\_  
**TOTAL CHARGES** =\$ \_\_\_\_\_

**AFTER HOURS CALL BACK FEE:** After Hours Call Back Fees apply during closed library hours: Monday before 1PM, Tuesday-Saturday before 10AM, Sunday before 1 pm. Evening closed hours are Monday-Thursday, after 9PM, Friday & Saturday after 5:30PM, Sunday after 5PM, and holidays.

Staff After Hours Call Back Fee (\$125) applied? \_\_\_yes \_\_\_no

**SIGNATURE:**

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: \_\_\_\_\_