

Meeting Rooms in the Davis Branch



Blanchard Community Room

The Blanchard Community Room has seating capacity and maximum occupancy for 97 persons. The parking lot accommodates approximately 100 parking spaces. The room is equipped with 7 six-foot tables, a pull-down screen, 97 chairs, a podium, and easel. Kitchen facilities are available and include a refrigerator, microwave and electric range. Groups using the kitchen provide their own supplies. There is a \$25.00 fee to use the kitchen, or to serve food/beverages. There is no charge to use the Blanchard Room when the Library is open. There is a \$20.00 per hour (or any portion of an hour) charge to use the room when the library is closed. The charge is in addition to the \$25.00 food/ and beverage fee.

Small Conference Room

The Small Conference Room provides seating for 10 around a permanent table, with a maximum occupancy for 23 persons. There is a white board available. Use of the room is for small meetings or study groups when the Library is open. Food is not allowed.

Making Reservations

Any non-profit or community group may reserve either room. Please stop by or call the Library at (530)757-5593 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. This allows usage for two consecutive days, but not weekly meetings. 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 14th would be available to reserve.) Reservations are not final until a contract is signed and payment made. Fees are non-refundable.

The Blanchard Room is available for use after hours. The group using the Blanchard Room after hours must occupy the room before library staff close the building. Lobby entrance doors are set to lock. The group may use the lobby and restrooms, however the group must exit or enter through the Blanchard Room fire exit door. The fire door automatically locks when closed, so someone must stay in the room from the time the building closes until the meeting ends. Blanchard Room lights automatically turn off at 10:00 PM. 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.

General Rules/Priorities

Groups may not charge fees. Use of rooms is for non-profit or community groups only. Rooms may not be reserved for benefit of private individuals, commercial concerns, money raising programs or by groups whose program would interfere with library services. 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 is responsible for the group's actions. Contracts must be signed by an adult. Smoking, candles, or flames are not permitted. Alcoholic beverages are not permitted. Room setup is self-service. All activities must be open to the public at no charge. Groups not associated with the Library must state clearly in any publicity that the meeting is not sponsored by the Library. Use of the meeting rooms does not constitute an endorsement by the Library.

In addition to the two meeting rooms that can be reserved, there are also study rooms available to small groups on a first come, first serve basis. There are two rooms that hold 6 people and four rooms that hold 2 people. They can be used for one hour.