



- 1. Yolo County Meeting Room Policy can be provided upon request
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. All fees must be paid at the time the application is submitted
5. No charge for use during the hours when the Library is open
6. Confirm all equipment needed with submission of application
7. Application must be completed and submitted prior to confirmation of reservation
8. Self-service room set-up

Not for profit organizations only. No Commercial Activity. Event must be open to the public at no charge.

PLEASE PRINT

Day & Date Requested: Time (including set up & clean up) from: to:
Organization:
Phone: e-mail:
Person Making Reservation: Phone:
Address: City: Zip Code:
Additional Contact Person: Phone:
Person responsible for Set Up and Clean Up: Phone:
Address: City: Zip Code:
Estimated number of attendees: Description of Planned Activity:

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

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. Please check all that you will need. It is recommended people use their own cables and adapters. The only connection is HDMI. AV equipment will be checked out to customer during open hours on day of use, or closest open day.

Complete Electronic Sound & Audio Visual system includes Overhead Projector and sound (remote).

- DVD/Blu-Ray/CD Player Head worn Microphone VGA to HDMI adapter
Hand Held Microphone Assisted Listening Device (2 sets available) Wireless Dongle
HDMI Cable Thunderbolt to HDMI adapter Thunderbolt to USB adapter for use with dongle

- Podium Dry Erase Markers & Eraser

CARPET CLEANING FEE: Carpet cleaning fee plus the cost of professional cleaning may be applied if carpet has been damaged.

I HAVE READ AND UNDERSTOOD THE CARPET CLEANING FEE (please initial)

Carpet Cleaning fee: \$50 yes no =\$
Professional Cleaning Charge (actual cost): =\$
TOTAL CHARGES =\$

AFTER HOUR CALL BACK FEE: After Hours Call Back Fees will be charged if staff needs to be contacted after hours.

I HAVE READ AND UNDERSTOOD THE CALL BACK FEE (please initial)

Staff After Hours Call Back Fee (\$125) applied? yes no

KEYS:

Keys picked up: Key bag color: Keys returned: yes no

Patron's 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: Date