

Fees

After Hours.....\$20.00
(per hour or portion of after library is closed)

Food, beverages or kitchen.....\$25.00

Any use of A/V system..... \$10.00

Call back fee.....\$125.00
(charged if staff needs to be called to the building to resolve a problem after the library is closed)

J Richard Blanchard Community Room



Small Conference Room



Yolo County Library

ARCHIVES AND RECORDS CENTER

226 Buckeye Street, Woodland, CA 95695
archives@yolocounty.gov

ARTHUR F. TURNER COMMUNITY LIBRARY

1212 Merkley Avenue, West Sacramento, CA 95691
westsaclibrary@yolocounty.gov

CLARKSBURG BRANCH LIBRARY

52915 Netherlands Avenue, Clarksburg, CA 95612
clarksburglibrary@yolocounty.gov

ESPARTO REGIONAL LIBRARY

17065 Yolo Avenue, Esparto, CA 95627
espartolibrary@yolocounty.gov

KNIGHTS LANDING BRANCH LIBRARY

42351 Third Street, Knights Landing, CA 95645
knightslandinglibrary@yolocounty.gov

MARY L. STEPHENS-DAVIS BRANCH LIBRARY

315 E. 14th Street, Davis, CA 95616
davislibrary@yolocounty.gov

SOUTH DAVIS MONTGOMERY LIBRARY

1441 Danbury Street, Davis, CA 95618
davislibrary@yolocounty.gov

WINTERS COMMUNITY LIBRARY

708 Railroad Avenue, Winters, CA 95694
winterslibrary@yolocounty.gov

YOLO BRANCH LIBRARY

37750 Sacramento Street, Yolo, CA 95697
yololibrary@yolocounty.gov

YOLO BIBLIOBUS (Bookmobile)

Check website for schedule
bibliobus@yolocounty.gov • 530-808-5651

TELEPHONE
530-666-8005
YoloCountyLibrary.org

Mary L. Stephens Davis Branch Library

Meeting Room Information



**YOLO COUNTY
LIBRARY**

We connect people and ideas

General Rules/Priorities

Groups may not charge fees. Use of rooms is for non-profit or community groups only. All activities must be open to the public. 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. The adult who reserves the room must be present at the meeting. Smoking, candles, or flames are not permitted. Alcoholic beverages are not permitted. Room setup is self-service. Groups not associated with the Library must state clearly in any publicity that: **"This event is not sponsored by Yolo County Library and the presence of this group in the meeting room does not constitute Yolo County Library's endorsement of the policies or beliefs of this group."**

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.

Meeting Rooms at the Stephens-Davis Branch

J Richard 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 a \$10.00 fee to use the audiovisual system, including the projection screen. 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 any other fees.

Study Rooms

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 is one room that holds 6 people and four rooms that hold 2 people. People or groups may use one room for one hour a day.

Making Reservations

Any non-profit or community group may reserve either room. To make a reservation, please visit:

<https://yolocountylibrary.org/locations/davis/>

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 90 days in advance of the meeting date. Reservations are not final until all fees that are due have been paid.

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.

Fees are non-refundable.