

ARTHUR F. TURNER COMMUNITY
LIBRARY MEETING ROOM
Yolo County Library
1212 Merkley Avenue
West Sacramento, CA 95691
(530) 666-8005



Description:

The Arthur F. Turner Community Library does not allow after-hours bookings at this time. All bookings must fall within library open hours, which are Monday 12-7pm, Tuesday-Thursday 11am-7pm, and Friday-Saturday 10am-5:30pm. The Turner Community Room has a maximum occupancy of 185 persons, with an approximate seating capacity of 80 persons. The room is equipped with 16 six-foot tables, an electronically operated projection screen, overhead projector, DVD, and a sound system. Limited kitchen facilities are available and include a counter and a sink with cold water. Groups utilizing kitchen facilities must provide their own supplies. There is no refrigerator.

Reservation Procedures:

- Reservations may be made up to three months in advance of the current date. Reservations are not final until a contract is signed and payment is made. Reservations should be made through the online system.
- Two meetings per month are allowed. Official library partners are not subject to this limitation.
- In order to provide maximum access for as many groups as possible, groups may book a series of up to 6 dates. Groups may book a new series upon completion of the original series. Official library partners are not subject to this limitation.
- Fees:
 - The fee for use of the Turner Community Room is \$20.00 per hour (or any portion thereof) when the library is closed.
 - A \$125.00 call back fee is charged if the security system is not set properly when the room is used after the Library is closed. Fee applies only if staff needs to be contacted before or after open library hours.
 - There is a \$25.00 fee to use the kitchen or serve food and beverages.
 - The audio visual equipment usage fee is \$10.00.
 - A carpet cleaning fee of \$50.00 is charged, plus the actual cost of professional cleaning, if needed.
- If a key is required to use the meeting room, the person responsible for the reservation must have a valid Yolo County library card.
- A valid Yolo County library card is required to use the audio visual equipment.
- Groups are responsible for returning the room to the original condition in which it was found. (See Room Use Instructions below.)
- Failure to return keys and Audio Visual equipment immediately after an event may result in loss of meeting room privileges in addition to fees

- Room privileges may be revoked if Reservation Procedures and Room Use Instructions are not followed.
- Parking is limited during open library hours so we ask that event attendees use available street parking in order to allow building access to library users. Additional parking is available in the City parking lot, west of the library parking lot.

Room Use Instructions:

Please Read These Instructions Carefully Before Using the Meeting Room

- **Alarm System – Entering the Building**

*Instructions for Arming and Disarming the Alarm are in the key packet. Please read them carefully before attempting to arm/disarm the alarm, and follow the directions exactly as indicated on the sheet.

Note: There is a \$125.00 call back fee if the alarm system is activated.

- **Key and Audio Visual Equipment Pick-up**

* Keys and A/V equipment necessary for events occurring after normal library hours must be picked up during library hours on the day of the event (or the evening before if the event is to be held on a morning before opening hours).

* Only the person who signed the meeting room application may pick-up the keys and A/V equipment. This person must have a valid Yolo County Library card.

* Failure to return keys and A/V equipment immediately after the event may result in a loss of meeting room privileges in addition to fees.

- **Room Use**

* General guidelines for room use can be found in the Reservation Procedures section above.

* Audio/Visual equipment use instructions are available upon request. Please make an appointment for training at least 3 days before the event.

* Room setup: if you need to use extra tables and chairs, they are located in the storage closet on the southwest wall of the meeting room. Return all extra tables and chairs to the closet and return existing room furniture to its original room setup as shown in the room diagram, which is attached.

NOTE: To avoid furniture damage we ask that you **do not stack chairs**, but instead nest them by rolling one in front of the other, 4 deep, in rows along the southwest wall of the meeting room. (See example of nesting chairs.)



- **Exiting the Building**

*Clean all tables and floor surfaces.

*Clean all kitchen surfaces and sink.

*Return cleaning supplies to the supply cabinet under the kitchen sink.

*Close all exit and entryway doors.

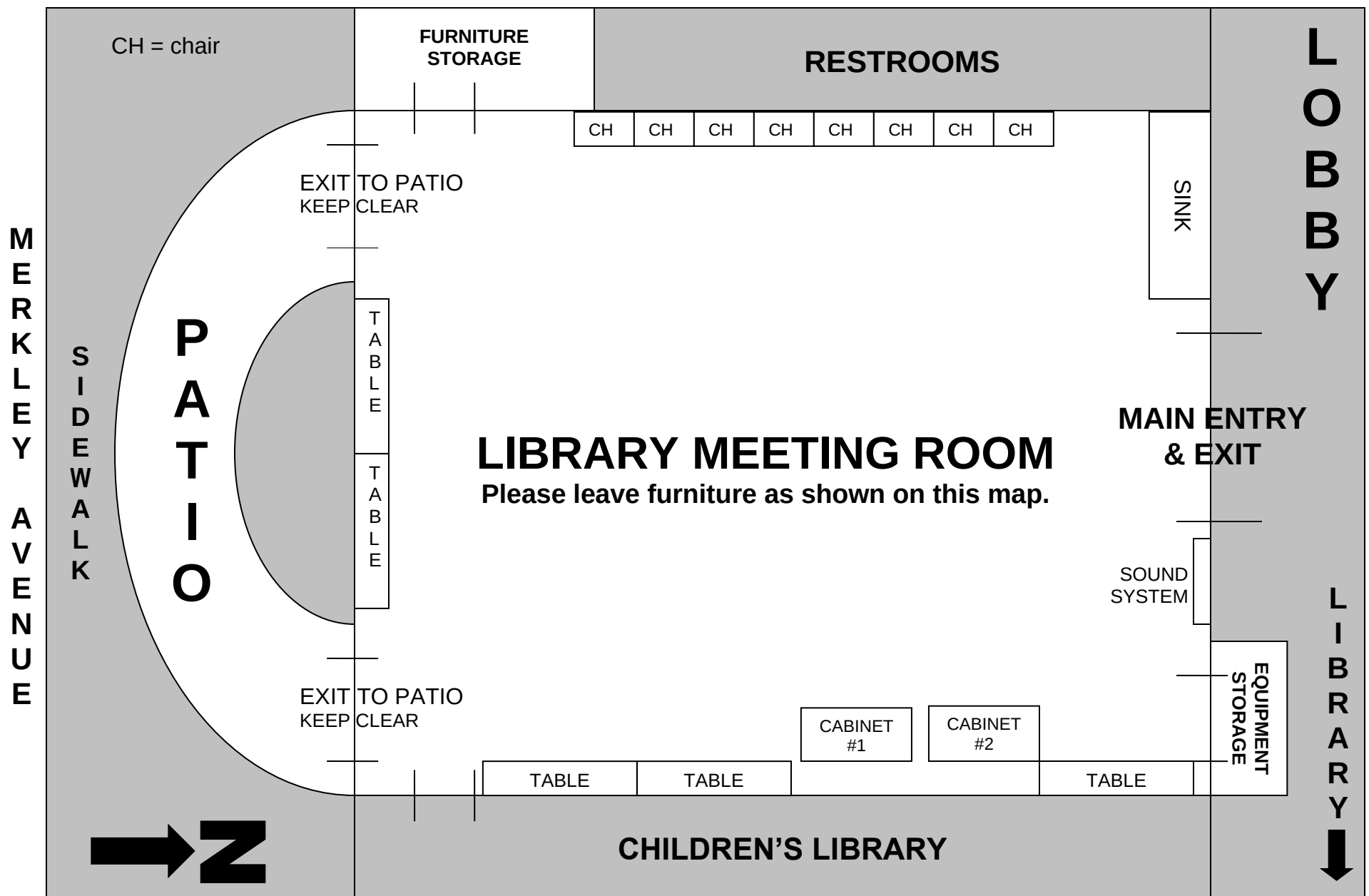
*Remove all belongings from the room. (You will not be able to re-enter the building once you have set the alarm.)

*Remove all trash from the building that does not fit into the meeting room trash containers before exiting.

You are responsible for excess trash disposal.

*Re-arm the alarm system and place all keys and equipment in the outside book return slots, located in the front of the building, on the northwest corner toward the rear parking lot.

*Exit the building from the south community room door.



YOLO COUNTY LIBRARY / ARTHUR F. TURNER BRANCH / 1212 MERKLEY AVENUE, WEST SACRAMENTO, CA 95691