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 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:
    - There is a $25.00 fee to use the kitchen or to 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.
- A valid Yolo County library card is required to book the room.
- Groups are responsible for returning the room to the original condition in which it was found. (See Room Use Instructions below.)
- Failure to return audio-visual equipment immediately after an event may result in loss of meeting room privileges in addition to replacement 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.

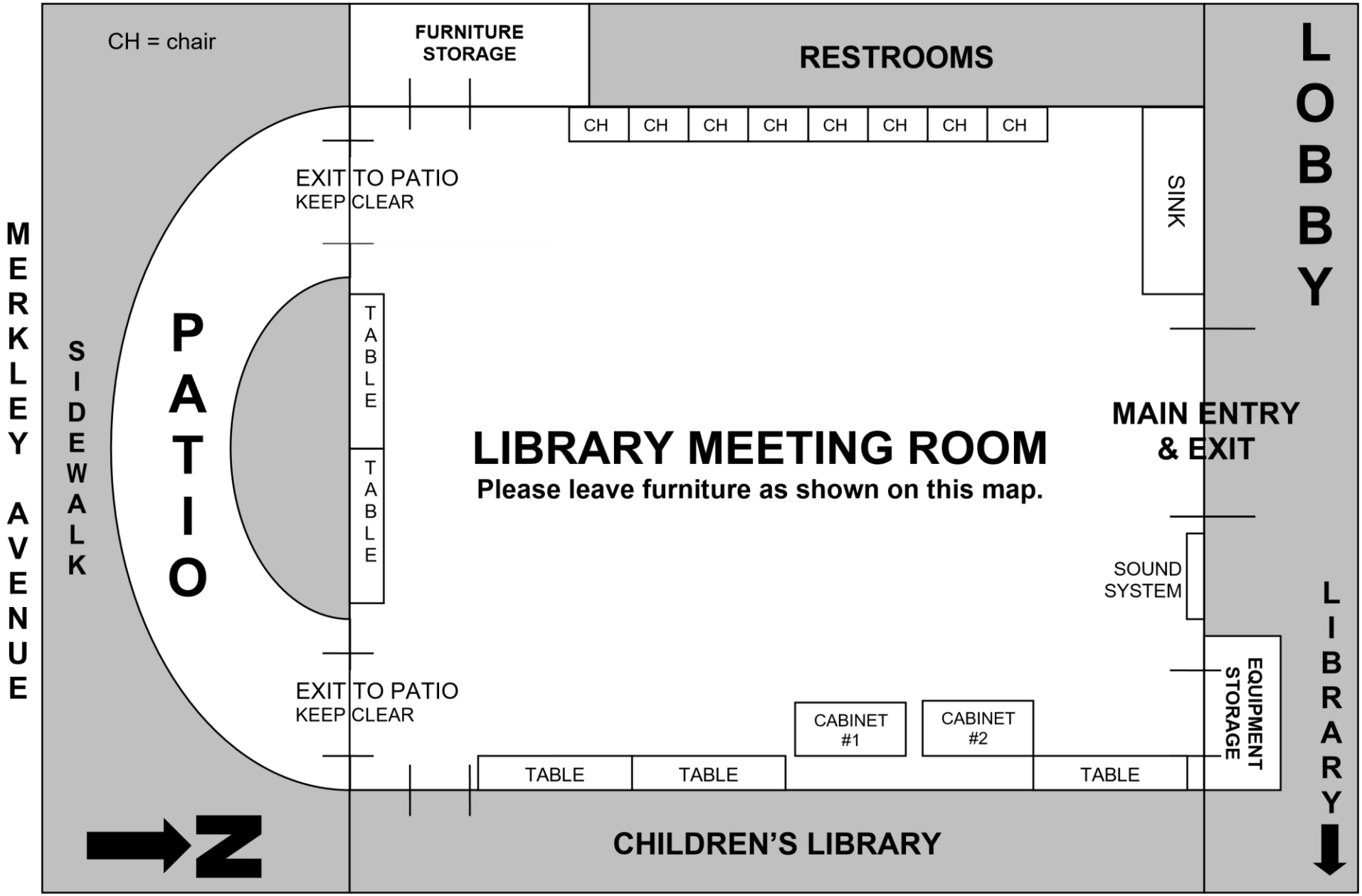
Room Use Instructions:

Please Read These Instructions Carefully Before Using the Meeting Room

- **Audio-Visual Equipment Pick-up**
    - A/V equipment must be picked up during library hours on the day of the event.
    - Only the person who signed the meeting room application may pick up the A/V equipment. They must have a valid Yolo County Library card.
    - Failure to return A/V equipment immediately after the event may result in a loss of meeting room privileges in addition to replacement fees.
    - A/V equipment use instructions are available upon request. Please contact the library if you need assistance at least 3 days prior to the event.
- **Room Setup**
    - If you need to use extra tables and chairs, they are 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, attached here on page 3.
    - 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 along the southwest wall of the meeting room.



- **Exiting the Building**
    - Clean all tables and floor surfaces.
    - Clean all kitchen surfaces and sink.
    - Return cleaning supplies to the cabinet under the kitchen sink.
    - Close all exit and entryway doors.
    - Remove all belongings from the room.
    - Remove all trash from the building that does not fit into the meeting room trash containers.



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