

**ESPARTO REGIONAL BRANCH LIBRARY  
YOLO COUNTY LIBRARY  
APPLICATION FOR USE OF WINTUN COMMUNITY MEETING ROOM**



1. Yolo County Meeting Room Policy can be provided upon request.
2. No charge for use during the hours when the Library is open.
3. Refer to Yolo County Library Fines & Fees Schedule for list of fees.
4. Confirmed reservations are based on the order of receipt of written application.
5. Application must be completed and submitted prior to confirmation of reservation.
6. Confirm all equipment needed with submission of application.
7. All fees must be paid at the time the application is submitted.
8. Self-service room set-up.
9. Not for profit organizations only. No Commercial Activity. Event must be open to the public at no charge.

**PLEASE PRINT:**

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Day & Date Requested: \_\_\_\_\_ Time (including set up & clean up): From \_\_\_\_\_ To \_\_\_\_\_

Person Making Reservation: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Additional Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Person responsible for Set Up and Clean Up: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of persons attending: \_\_\_\_\_ Description of Planned Activity: \_\_\_\_\_

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

AV Equipment Use fee: \$10 \_\_\_yes \_\_\_no (AV equipment use fee does not apply in Esparto at this time.)

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:**

The Esparto Regional library does not provide AV equipment. A projector screen is available.

Free Equipment: Podium \_\_\_\_\_ Dry Erase Easel \_\_\_\_\_

**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 \_\_\_\_\_