

**WINTERS COMMUNITY LIBRARY
YOLO COUNTY LIBRARY
APPLICATION FOR USE OF PARSONS 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. Obtain a Meeting Room Confirmation receipt at time of booking.
7. Confirm all equipment needed with submission of application.
8. All fees must be paid at the time the application is submitted.
9. Self-service room set-up.
10. 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 _____
 Please select spaces you will be using: East half _____ West Half (with sink) _____
 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 = \$ _____
 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: Fees applies to use of all or part of the AV equipment. Please check all that you will need.

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 DVD/VHS/CD Player, Overhead Projector and sound (remote))
 ___ Lavelier Microphone
 ___ VGA cable (projector DVD player connector) for PC. **Apple/Macintosh users must supply their own adaptors.**

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 _____