Yolo County Library

Winters
Community Library

Meeting and Study Rooms

Website: www.yolocountylibrary.org
Margaret Parsons Room
The Parsons Room has seating capacity and maximum occupancy for:
- 83 persons

The parking lot accommodates approximately 55 parking spaces and 6 handicap parking spaces. The room is equipped with 10 six-foot tables, two pull-down screens, 88 chairs, a podium, and two dry erase boards.

Fees:
- AV Equipment Use Fee: $10
- After Hours Room Rental: $20 per hour (or any portion of an hour)
- Food & Beverage Fee: $25

Note: Carpet Cleaning Fee may apply if carpet has been damaged.

Making Reservations
Any non-profit or community group may reserve the room by stopping by or calling the Library at (530) 795-4955 to make a reservation, fill out a contract, and make a payment. 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 three months in advance of the meeting date. Reservations are not final until a contract is signed and payment made. Fees are non-refundable.

After Hours Use:
The room is also available for use after hours. The group using the room after hours must occupy the room before library staff close the building. Lobby entrance doors are set to lock at closing. The group may use the lobby and restrooms. 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.

General Rules/Priorities
- Groups may not charge fees. Use of rooms is for non-profit or community groups only.
- 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.
- Contracts must be signed by an adult. Smoking, candles, or flames are not permitted.
- Alcoholic beverages are not permitted. Room setup is self-service.
- All activities must be open to the public at no charge.
- Groups not associated with the Library must state clearly in any publicity that the meeting is not sponsored by the Library.
- Use of the meeting rooms does not constitute an endorsement by the Library.

Exiting Procedures
Check bathrooms to make sure they are emptied, make sure doors are closed and locked. Patio door, both Meeting Room doors, and both sets of lobby doors.

(If you pull on a door and it does not open, it is locked)