

### **Food and Drinks**

You are welcome to serve food and other light refreshments, however, alcoholic beverages are prohibited. The kitchen and tables must be cleaned after use.

### **Checking In**

To have the room opened, please check in with a staff member. If there are questions about the condition of the room, please tell us immediately.

### **Checking Out**

Please inform staff of your departure so we can lock the door. When you leave, please return the room to the condition you found it. You will be held responsible for the condition of the room. Please give a staff member the number of attendees so we may note it for our records.

### **Reminder**

The library staff is not able to deliver or receive messages or store equipment and supplies.

### **Loss of Privilege**

If policies are violated, the room is left in poor condition, or the table and chairs are not left as they were found, your group may be denied use of the meeting room in the future.

### **Computer Centers**

Our computer centers are not available for outside groups to book for their own purposes.

### **Fairfield Civic Center Library Becker-Balmer Meeting Room**

1150 Kentucky Street  
Fairfield, CA 94533

### **Fairfield Cordelia Library Meeting Room**

5050 Business Center Drive  
Fairfield, CA 94534

### **John F. Kennedy Library Joseph Room**

505 Santa Clara Street  
Vallejo, CA 94590

### **Rio Vista Meeting Room**

44 So. 2nd Street  
Rio Vista, CA 94571

### **Suisun City Library Meeting Room**

601 Pintail Drive  
Suisun City, CA 94585

### **Vacaville Public Library– Cultural Center Meeting Room**

1020 Ulatis Drive  
Vacaville, CA 95687

### **Vacaville Public Library– Town Square Meeting Room**

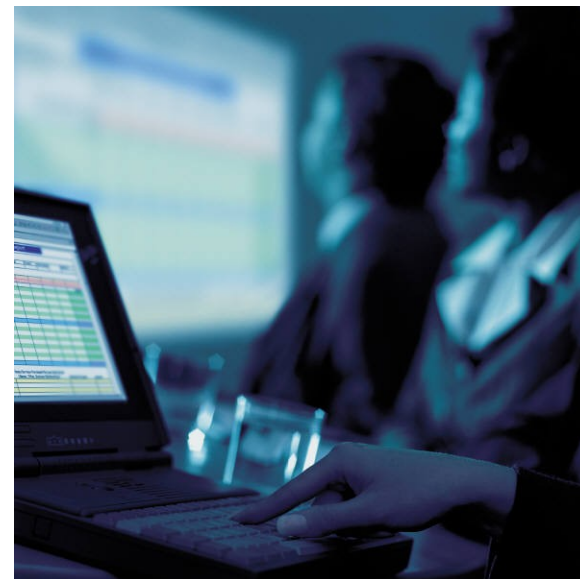
One Town Square Place  
Vacaville, CA 95688

### **1-866-57-ASKUS**

Note: When calling a library about the meeting room, listen for the prompt and press “5.”



## **Solano County Library Meeting Rooms**



## **1-866-57-ASKUS**

## Welcome

Solano County Library offers its meeting rooms for rental as part of its mission to provide a “commons” for the community—a safe and inviting place for people to meet, interact, discuss, and work with others.

## Who May Use Our Meeting Rooms

Meeting rooms are available to both non-profit and for-profit groups. However, groups may not hold fundraising events, offer items for sale, or charge admission while meeting in the library.

**Non-Profit Groups** County facilities are not available for political meetings or social purposes. Examples of non-profit groups that use our meeting rooms include:

- Charitable organizations
- City & county agencies
- Scouting organizations

**For-Profit Groups** Profit making groups may use the meeting room for training. The room is not to be used to advertise or support services for profit-making ventures. Neither may it be used for meetings that generate lists of potential clients. Examples of acceptable profit-making groups include:

- Piano recitals
- Legal depositions
- Testing services
- Performance rehearsals
- Financial institutions

## Meeting Room Capacities and Hours

	Capacity	Chairs	Tables	Non-Profit 4 hrs or less	Non-Profit 4 hrs or more	For-Profit 4 hrs or less	For-Profit 4 hrs or more	Hours	
Fairfield Civic Center	78	78	21	\$50	\$100	\$100	\$200	Mon-Thu	10-9
Vacaville Public Library-Cultural Center	30	30	1 large	\$35	\$ 70	\$ 70	\$140	Fri & Sat	10-5
								Sun	1-5
John F. Kennedy Library, Vallejo	264	175	15*	\$50	\$100	\$100	\$200	Mon & Wed Tue & Thur Fri & Sat Sun	10-9 10-6 10-5 1-5
Fairfield Cordelia	72	72	16	\$50	\$100	\$100	\$200	Mon & Wed Tue & Thur Fri & Sat Sun	10-6 10-9 10-5 1-5
Vacaville Public Library-Town Square	60	60	16	\$50	\$100	\$100	\$200		
Suisun City Library	119	72	15	\$50	\$100	\$100	\$200	Mon & Wed Tue & Thur Fri & Sat	10-6 10-9 10-5
Rio Vista Library	30	30	4	\$15	\$ 30	\$ 30	\$ 60		

\*Various sizes

## Hours

Meeting rooms are available during the hours the library is open. In some locations the meeting room can be used when the library is closed.

## Reservations

You can make reservations up to six months in advance. The room is not considered reserved until an application form is completed and the fee is paid. Groups may use the meeting room up to 12 times per calendar year.

## Application

An application is available at all Solano County Library locations and online at [solanolibrary.com](http://solanolibrary.com) under “About Your Library/General Information.”

## Fees & Deposits

The rental fee and a separate check for a \$25 cleaning deposit are due when the reservation is made. The cleaning deposit will be refunded once a staff member has inspected the room at the conclusion of the meeting. All checks should be made out to Solano County Library.

## Room Arrangement

Arrangements for room set-up can be made at the time of reservation. Please make arrangements for the use of library projectors, easels, coffeemakers and other equipment in advance.