

### 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.

### For more information...

Visit [solanolibrary.com/meeting-rooms](http://solanolibrary.com/meeting-rooms)

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

Rio Vista Library  
Meeting Room  
44 So. 2nd Street  
Rio Vista, CA 94571

Suisun City Library  
Meeting Room  
601 Pintail Drive  
Suisun City, CA 94585

Vacaville Cultural Center Library  
Meeting Room  
1020 Ulatis Drive  
Vacaville, CA 95687

Vacaville Town Square Library  
Meeting Room  
One Town Square Place  
Vacaville, CA 95688

Vallejo John F. Kennedy Library  
Joseph Room  
505 Santa Clara Street  
Vallejo, CA 94590



**Solano County**  
**LIBRARY**

**Web: [solanolibrary.com](http://solanolibrary.com)**

**Phone: 1-866-572-7587**

**f i t d: solanolibrary**

**MEETING  
ROOM  
RENTAL**

## 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.

## Meeting rooms are available to non-profit and for-profit groups

Groups may use our meeting rooms for programs, meetings, trainings, seminars, and events that have no admission or participation fee.

Fundraising events are limited to those that support county programs or county public schools. The following charges are acceptable:

- Book sales sponsored by the Friends of the Library
- Materials, such as books and audio recordings, created by a program presenter at a library-sponsored event
- Payment of organizational dues
- Nominal fees for learning materials, refreshments and class supplies for a program sponsored by a non-profit group

## Reservations

Reservations can be made up to six months in advance. A room is not considered reserved until an application form is completed and the fee is paid. Groups may use a meeting room up to 12 times per calendar year.

## Meeting Room Specifications

Branch	Capacity	Chairs	Tables	Non-profit 4 hours or less	Non-profit 4 hours or more	For-profit 4 hours or less	For-profit 4 hours or more	Hours
Fairfield Civic Center	78	78	21	\$50	\$100	\$100	\$200	Mon-Thu 9-8
Vacaville Cultural Center	30	30	4	\$35	\$70	\$70	\$140	Fri & Sat 9-5
Vallejo John F. Kennedy	264	175	15	\$50	\$100	\$100	\$200	Sun 12-5
Fairfield Cordelia	72	72	16	\$50	\$100	\$100	\$200	Mon & Wed 9-6 Tue & Thu 9-8 Fri & Sat 9-5
Vacaville Town Square	60	60	16	\$50	\$100	\$100	\$200	
Suisun City	119	72	15	\$50	\$100	\$100	\$200	
Rio Vista	30	30	7	\$15	\$30	\$30	\$60	

## Hours

Meeting rooms are available during the hours the library is open. Meetings must end 15 minutes before the library closes.

## Fees and Deposits

The rental fee and a separate check for a \$25 cleaning deposit are due when the reservation is made. When paying by credit card, the rental fee and cleaning deposit will be included in one charge. The cleaning deposit will be refunded once a staff member has inspected the room at the conclusion of the meeting. All checks are to be made out to Solano County Library.

## Application

An application is available at all Solano County Library locations and online at [solanolibrary.com/meeting-rooms](http://solanolibrary.com/meeting-rooms)

## Room Arrangement

Please make arrangements for the use of library tables, chairs, microphones, projectors, easels, coffeemakers and other equipment in advance.

## Food and Drinks

Food and other light refreshments may be served, however alcoholic beverages are prohibited. The kitchen and tables are to be cleaned after use.