

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.

To reserve a meeting room, visit:
solanolibrary.com

Fairfield Civic Center Library
Becker-Balmer Meeting Room
7750 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 94577

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

Vacaville Cultural Center Library
Meeting Room
7020 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

SCL323 (Revised 3/18/2024)



Solano County LIBRARY

Web: solanolibrary.com

Phone: 1-866-572-7587

   : [solanolibrary](https://www.solanolibrary.com)

MEETING ROOM RENTAL

Meeting Room Specifications

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

Hours

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

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	

Reservations

Reservations may be made from 1-12 months in advance of the event. Groups may use a meeting room up to 12 times per calendar year. Reservations can be made at solanolibrary.com.

Upon submission of a reservation, an organization is presumed to have read the Library’s policy and accepted its terms.

A reservation does not mean an organization has booked a meeting room. After Library staff approves an online reservation, the organization will be contacted for payment to the library branch where the event is to occur. Payment is required within two weeks from the date of making a reservation. Failure to do so will result in cancellation of the group’s reservation. Staff reservation approval and payment receipt is the organization’s permit to use the meeting room.

Payment

Payment may be made by check or credit card. All checks are to be made to Solano County Library.

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.