



**View facing rear:  
Kitchenette and microphone podium.**

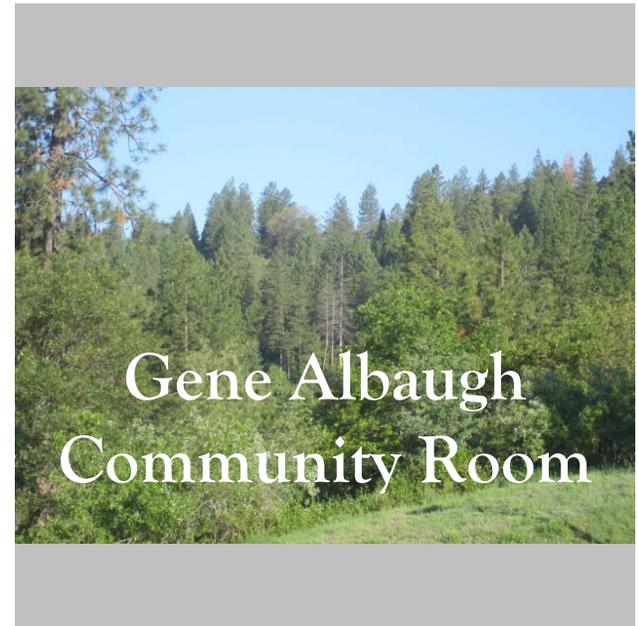


**View facing front: flags, microphone  
podium and ceiling mounted screen.**

**Thanks,  
to our many  
Community Room patrons!**

- Art 4 Fun
- Book VS Movie Club—Library
- California Native Plant Society
- Citizens' Oversight Committee
- Community Support Network of Nevada County
- Family Movie Nights—Library
- Fire Safe Council of Nevada County
- Foothill Fiber Guild
- Foothill Horticultural Society
- Friends of the Libraries Book Discussion
- Friends of the Nevada County Libraries
- Mountain Art Quilters
- NAMI—Nevada County
- Nevada County Astronomers
- Nevada County Bonsai Club
- Nevada County Genealogical Society
- Nevada County Historical Society
- Nevada County Resource Conservation District
- Nevada County Superintendent of Schools—Indian Education
- Newcomers Club of Nevada County
- Play It Forward Game Program—Library
- Saturday Knight Live, NA
- Sierra Audubon Society
- Sierra Writers

Revised May 2013



**Madelyn Helling Library  
980 Helling Way  
Nevada City, CA 95959**

**530-265-1407**

**[mynevadacounty.com/nc/library](http://mynevadacounty.com/nc/library)**

## **Gene Albaugh Community Room:**

The Community Room was dedicated in memory of Gene Albaugh in March 2013. Mr. Albaugh was instrumental during the funding and construction phases of the Madelyn Helling Library which opened in October 1991. The room was built as an inexpensive meeting place open to the community. The fees are established by Nevada County Board Resolution (07-494).

### **Availability:**

The Community Room is open to all community groups, non-profit organizations, individuals, County of Nevada departments, committees and commissions. The community room may NOT be used for the benefit of a private individual, fundraising or a commercial concern. Users of the community room are prohibited from fundraising, charging fees and sales of any kind. Donations are acceptable.

### **Hours:**

The room is available for rent 8:00AM to 10:00PM daily, including weekends and holidays. Keys must be picked up during open hours at the library.

### **Capacity:**

Group size may not exceed the room capacity posted by the Fire Marshal. The current room capacity rating is 158 (73 with tables and chairs).

### **Scheduling:**

You may view the booking calendar at:

[www.mynevadacounty.com/nc/library/](http://www.mynevadacounty.com/nc/library/)

You may submit a reservation request online or call the Administration Office at 530-265-1407.

All reservation requests are subject to approval. Set up and tear down of tables and chairs are part of the rental time.

### **Fee:**

The room rental fee is \$10.00/hour. The minimum rental time is two hours per session with a maximum of ten hours per month. All groups must pre-pay within seven (7) days of making the reservation. Check and cash payments only. Cancellations are accepted up to 72 hours before the scheduled reservation for a refund.

### **Deposit:**

A \$50.00 refundable security and cleaning deposit is also required within seven (7) days of making reservations to confirm.

### **General Use and Cleaning:**

Groups are responsible for maintaining the care of the room and its furnishings. All tables and chairs must be broken down at close of meeting. Groups using the Community Room must leave the room clean and in good condition for the next group including: clean sink if used, wipe counters, sweep floor and remove trash. New trash liners are under the sink and should be put in the can for the next group. Trash cans are located in the enclosure in the driveway. Open door to put trash in can.

### **Included:**

There are approximately ten 6-foot folding tables, 65 stackable chairs and a number of folding chairs; a rolling cart; a podium (microphone capability), a ceiling mounted projection screen and projector (remote requires checkout); and wireless internet access.

## **Items available for Check-Out:**

Microphone, podium mount or portable; extension cords, DVD and VHS players; and projector remote and cords. All items need to be requested ahead of time and the renter must have a current library account to check these items out.

### **Parking:**

The Library has over 500 patron visits on a single day; 650 during our Summer Reading Program. Parking spaces are available for short-term parking for library services and programming. Due to limited parking at the Library, groups using the community room during library operating hours will be allowed three parking spaces for unloading items for set up. All other attendees are requested to car-pool or use the overflow parking lots below and walk the short distance to the Library.

**Prohibited:** Smoking, alcohol, candles and open flames. Please do not exit through the main library doors while the library is closed.

### **Food:**

The Community Room is not to be utilized as a food service facility. Any food that is brought into the room must be prepackaged manufactured snacks (i.e. cookies, muffins etc) and must be approved by the library in advance. Absolutely no food service (making, transporting and serving or dispensing prepared food as in a restaurant or commissary) is permitted. The total combined outlet capacity in the room is 20amps with the exception of one dedicated 20amp breaker above the counter area. Please only use this outlet for coffee pots.