

**Gene Albaugh Community Room
at the Madelyn Helling Library
980 Helling Way, Nevada City, CA 95959
Administration Office 530-265-1407**

Availability: Open to all community groups, non-profit organizations, individuals, County of Nevada government 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: 8:00 AM to 10:00 PM daily, including weekends and holidays. Keys must be picked up during Library business hours by pre-paid groups in good standing. Call 530-265-7050 for Library hours.

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 review the calendar at www.mynevadacounty.com/nc/library. You may submit a reservation request online or call the Administration Office at 530-265-1407. Reservations are confirmed by the Library Secretary.

Fee: \$10.00 per hour with a minimum of two (2) hours per session and a maximum of ten (10) hours per month. All groups must pre-pay within seven (7) days of making the reservation and have an executed agreement in place. Set up and tear down of tables and chairs are part of the rental time. Cancellations are accepted up to 72 hours of the scheduled reservation for refund of the room fee.

Deposit: A \$50.00 refundable security and cleaning deposit is required within seven (7) days of making reservation to confirm. The deposit shall not operate as a limit on the Renter's liability in the event of any damage to the premises.

Premises Use: Entrance through Community Room, Community Room and Public restrooms. No set up in Lobby.

Parking: We have limited parking at the Library for LCR patrons and general use. We encourage all groups using the LCR to carpool and groups with more than five people in attendance (including County employees) during public library hours to park in the County lots below when space is available. Please do not park in areas marked by red curbs.

Prohibited: Smoking is prohibited in the building and within twenty (20) feet of the building; candles and/or incense are not permitted; and alcohol is prohibited on the grounds and in the building per County General Code Article 18.2 No access to the storage room or cabinets (except under the sink) is allowed. Animals are to be kept off of lawn and out of planters.

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. Please use care with the furniture and DO NOT slide the tables/chairs on the flooring. Broken tables or chairs, spills on or damaged chair pads, or any other safety or cleanliness issue needs to be reported as soon as it is noticed. Groups using the Community Room must leave the room clean and good condition for the next group including: clean the counters, sink and floors. All problems should be reported by group at beginning of rental time to 530 265-1407. Items left in the Community Room will be placed in the library lost and found for a short time (inquire at the Circulation Desk).

Trash: All trash must be put in a lined trash can (bags are under sink) and taken to the garbage cans behind the enclosure located in the delivery driveway. DO NOT TOSS ITEMS OR BAGS OVER THE ENCLOSURE as there are garbage cans with lids on the other side. Do not attempt to open the cardboard only bin.

Included: Approximately 12-6 foot folding tables and 65 stackable chairs; Rolling cart; Podium; Microphone (prior arrangements must be made); ceiling mounted Screen; Broom/Dust Pan; Sink (cold water only) with counter area; and Wireless internet access.

Food: The Community Room is not a food service facility. Any food that is brought into the LCR must be prepackaged manufactured snacks (i.e. cookies, muffins etc) and must be removed from the premises without cleaning of utensils at our facility. Absolutely no food service (making, transporting and serving or dispensing prepared food as in a restaurant or commissary) is permitted. Groups must provide their own cleaning supplies if serving food. Trash bags are under the sink.