



Guidelines for Reserving Meeting Rooms

Visalia Branch Library

Room reservation is limited to non-profit, educational, cultural, or charitable organizations who will not restrict attendance to only members of their group. Meeting rooms will not be used for events related to promotions, sales, religion, or politics.

There is no fee to reserve or use a meeting room.

There are two meeting rooms available for public use:

- **Blue Room:** accommodates up to 49 people*
- **Purple Room:** accommodates up to 20 people*

*Maximum occupancy figures determined without tables and chairs.

Reserving a Room

Meeting rooms must be booked within three months of the event.

Tulare County Library and SJVLS functions take priority when reserving the meeting rooms.

To reserve a room, groups must fill out a Request for Use of Meeting Room, which can be obtained online or at the Reference Desk.

Reservations may also be made over the phone. Library staff will fill out the Request and the responsible party will sign the form on the day of the event. Contact the Reference Desk at (559) 713-2703.

Available Technology

Wifi is free and available throughout the library, including the meeting rooms.

The following audio/visual equipment may be available upon request:

- Television
- DVD player
- Projector and projector screen

However, Library staff does not provide initial set-up or technical support.

Other Considerations

Rooms may only be used during the hours the Library is open to the public. Events may not interfere with Library operations.

Food and beverages are permitted with the exception of alcohol.

Groups must return the room to the condition it was in before their reservation. Damage to the room will result in cleaning and/or repair fees.