010 – Library community room rental info

Gene Albaugh Community Room at the Madelyn Helling Library, 980 Helling Way, Nevada City, CA 95959

530-265-1407

For every CSN Partner meeting, the community room key needs to be checked out. Plan to arrive at the library with enough time to wait in line at the checkout desk if necessary. When you get to the front of the line, you can check out the key and an AV kit if needed.

The community room key can be checked out/picked up up to two (2) days in advance of the meeting.

**You do not need a library card to check out the key, but you DO need a library card to check out any equipment (including an AV kit).**

Room Calendar is at: http://nvco.mhsoftware.com/ViewNonBannerMonth.html

Rental renewal info is sent to the PO Box each year. We then send a check for the full year's rental amount. We are then sent a receipt. Check is due by December 10th.

A note about the HVAC in the community room: the climate control times out of any change after three hours. So there's no need to worry about resetting it to whatever it was when you arrived.We can check out audiovisual equipment for our meetings. They seem to have plenty of AV kits for the digital projector and speakers that are in the community room. But if we want to use a DVD player or something else they have, we should check in advance and arrange to do the tech test in the room with whatever it is we want to play back.

The library's AV kit has a connector for going from a PC into the system in the room. The room connectors are built into the wall. If someone is using a Mac they'll need a special adapter, and a tech check in advance of the event is highly recommended.

Regularly need to update Secondary Contact Person on page 2 of rental agreement:

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