



Jessie Helms Community Room Rental Information Sheet

6050 Library Drive
Loomis, CA 95650
916-824-2905

- The Jessie Helms Community Room is available to rent for private individuals, non-profits, and companies looking for a location to provide training or meetings. It cannot be used as a location for sales events.
- The Jessie Helms Community Room rents for \$15 per hour for individuals and non-profits and \$20 per hour for other organizations.
- Aside from the hourly rental fee, a security deposit and proof of insurance is required to rent the room. Renters must provide a certificate of liability insurance for \$1,000,000 naming the Friends of the Library, Loomis as an additional insured. Having alcohol at your event may also require additional insurance.
- Reservations may be made up to a year in advance and are on a first come first serve basis. Reservations are confirmed when your rental application is approved by Loomis Library and Community Learning Center Staff. Payment of security deposit, rental fee, and providing of all necessary insurance documentation is due two weeks before confirmed event.
- The Jessie Helms Community Room has capacity for 70. Please see below for a list of equipment and amenities.
- Rental time should include setup and clean up. The room must be returned in the same condition as it was found prior to event. Failure to do so may result in Loomis Library and Community Learning Center retaining the security deposit and levying additional fees.

Equipment

Large Capacity Coffee Pot
Sink/ Hot Water
Small Refrigerator
Stove and Oven
Microwave

Amenities

Restrooms
Piano
Wi-Fi
White or Silver Screen
Clock
Flag
Tables and Chairs
Art Exhibits / Displays

This page is for general information only. The Jessie Helms Community Room Application contains all the legally binding information and supersedes any information given within this document.