

SAN JOAQUIN COUNTY LAW LIBRARY

20 N. Sutter Street
Stockton, CA 95202
Phone 209.468.3920 Fax 209.468.9968

Conference Room Rental Policies

Rental of meeting spaces must fall within our operating hours:
Monday-Friday, 8:00 a.m.-5:00 p.m.

Spaces available for rent by reservation:

The Boardroom accommodates a maximum of eight people at the following rates:

\$18 per hour, two hour minimum
\$60 per half-day
\$105 per day

The Meeting Room accommodates a maximum of four people at the following rates:

\$15 per hour, two hour minimum
\$50 per half-day
\$95 per day

The Study Room accommodates a maximum of three people at the following rates:

\$10 per hour, two hour minimum
\$35 per half-day (four hours)
\$65 per day

We require payment to be made by cash or check only. Payment may be made at the time of rental. If necessary, invoice can be mailed, faxed, or emailed.

Please remit checks to:
San Joaquin County Law Library
20 N Sutter St
Stockton, CA 95202

If a reservation is no longer needed please notify us as soon as possible, so another party may book the room.

- A minimum twenty-four hour cancellation notice is required. If the cancellation is not received twenty-four hours in advance, the reserving party is responsible for at least half the cost of the reservation.
- Cancellations should be made by calling the library at 209-468-3920. The library makes a strong effort to call the reserving party and confirm the reservation twenty-four hours in advance; however the responsibility is on the reserving party to cancel the reservation.
- Reserving party is responsible for the full charge of reservation in the event of a failure to appear with no notice.

Thank you for your interest, and we look forward to serving your conference needs!