

Western Counties Regional Library

Regulations for the use of the Community Room – Clare Branch

Availability:

The Community Room is available to groups and individuals for rent when not required by the library. The capacity of the room is 45 persons.

Bookings:

Bookings for any use of the Community Room are made through the library staff. Bookings should be arranged no later than one week in advance, and arrangements made to pick up the room key prior to the booking date. Keys should be returned immediately following the meeting.

Cancellations:

Cancellations must be made at least 48 hours in advance or the renting group will be charged the rental fee (where applicable).

Charges:

The Community Room is available to groups and individuals for rent. Bookings may be made for morning (up to noon), afternoon and/or evening sessions. Use of the Community Room is free to non-profit groups and students. Profit-making groups and individuals will be charged \$15.00 per session (morning, afternoon or evening). Payment by cash or cheque is to be given to the library staff in advance or at the time of the meeting. All payments are to be made during library open hours. Cheques are to be made payable to the Municipality of the District of Clare.

Equipment:

A projector is available for the use at no additional charge.

Terms of Use:

- Renters must ensure that all individuals abide by provincial public health guidelines in place at the time the rental takes place (meeting, event, etc).
- Smoking and the use of alcoholic beverages and or recreational drugs is prohibited.
- Any damage to the room which occurs during a rental will be the responsibility of the renter.
*Please do not adhere anything to the walls.
- The renting group is responsible for any room arrangement and are asked to return the room to its original arrangement after the meeting.
- All items that belong to the renting group or individual renter must be removed from the facilities after each use.
- The library is not responsible for any items left behind by the users of the room.
- Rental of the Community Room by the library does not imply any endorsement of the ideas or products of any renter. The library may deny room rental requests and may cancel bookings at its discretion.

I agree to abide by the above regulations in the rental of this facility.

Name (please print)

Organization

Signature

Staff use: Date _____
 Amount of payment _____
 Receipt # _____

September 15, 2021
Contact: Office Manager