

Western Counties Regional Library

Regulations for the use of the Community Room – Shelburne 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 60 persons.

Booking:

Bookings for use of the Community Room are made through the library staff. Bookings should be arranged 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 fee.

Charges:

The Community Room with kitchenette facilities is available to groups and individuals for rent. Bookings may be made for morning (up to noon), afternoon or evening sessions. Use of the Community Room is free for non-profit groups and students. Profit-making groups and individuals will be charged \$15.00 per session (morning, afternoon or evening). Payment should be made to the library staff in advance or at the time of the meeting. Cheques are to be made payable to the Shelburne Library Building Association.

Equipment:

A laptop and projector are available at no additional charge.

Terms of Use:

- Renters must ensure that all individuals abide by provincial health guidelines.
- 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 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 renting group is responsible for any room arrangement it may require and for returning the room to its original arrangement after the meeting.
- 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