

Western Counties Regional Library

Regulations for the use of the Community Room – Weymouth Branch

AVAILABILITY:

The Community Room is available to groups and individuals for rental when not required by the library. The capacity of the room is 57.

BOOKING:

Bookings for the Community Room are to be made through the library staff. Bookings should be made at least one week in advance.

CANCELLATION:

Unless a booking is cancelled 48 hours in advance, the rental fee will be charged.

CHARGES:

The Community Room may be rented for morning (8am – 12 noon), afternoon (1pm – 5pm) and evening sessions (5pm-9pm). A charge of \$20 will be made for each session. Requests for waiver of the fee for non-profit groups should be addressed to the Chief Administrative Officer of the Municipality of the District of Digby. Payment is to be made to the library staff in advance of or at the time of the meeting. Cheques are to be made payable to the Municipality of the District of Digby. The library will issue a receipt for the fee and will forward the cheque to the Municipality of the District of Digby.

EQUIPMENT:

An LCD Projector is available at no additional cost

KEYS:

Library Staff will give a key to persons using the Community Room. The key is to be returned to the library staff immediately following the meeting.

TERMS OF USE:

- Renters must ensure that all individuals abide by provincial public health guidelines.
- Smoking and the use of alcoholic beverages and/or recreational drugs is prohibited.
- Any damage to the room, furniture or equipment that occurs during a rental will be the responsibility of the renter.
- 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.
- The renting group is responsible for any room arrangement it may require and for returning the room to its original arrangement after the meeting.

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 # _____

Staff signature _____

September October 20, 2022

Contact: Office Manager