

# Western Counties Regional Library

## Regulations for the use of the Community Room – Yarmouth Branch

### AVAILABILITY:

When not required by the library, the Community Room is available to groups and individuals for rent. The capacity of the room is 50 seated and 72 standing.

### BOOKING:

Bookings for any use of the Community Room are made through the library staff. Bookings should be arranged one week in advance.

### CANCELLATION:

Cancellations must be made at least 48 hours in advance or the renting group will be charged the fee.

### CHARGES:

The Community room with kitchen facilities is available to groups and individuals for rent during library open hours. Sessions must end fifteen minutes before the library closes for the day. Rental fees are: \$10.00 per hour (minimum fee); \$25.00 per half day (up to four hours); \$50.00 for a full day (8 hrs. or more). Use of the Community Room is free for tutors and students of the Yarmouth County Literacy Council. Non-profit organizations and non-governmental groups may apply to the Yarmouth Public Library and Museum for possible waiver of the rental fee. Payment should be made to the library staff before the time of the meeting. Cheque is to be made payable to Western Counties Regional Library.

### 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.
- 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. They are also responsible for putting garbage in the appropriate receptacles as well as cleaning the kitchen area (if used).
- 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