

WESTERN COUNTIES REGIONAL LIBRARY

Regulations for the use of the Community Room – Digby 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 55.

BOOKING:

Bookings for any use of the Community Room are made through the library staff. Bookings should be made at least 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 room may be booked for 2-hour sessions. Morning, afternoon and evening sessions may be booked during library open hours. Non-profit -groups and individuals are charged \$10 per session. Profit-making groups and individuals are charged \$20 per session. Kitchenette facilities may be requested at the time of the booking. Charges for the kitchen use are \$10 per session. Payment should be made to library staff before the session begins. Cheques are to be made payable to Digby Library Committee.

EQUIPMENT:

A laptop and overhead projector/ screen are available at no charge.

TERMS OF USE:

- Renter 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 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. The renting group is responsible for cleaning the kitchen area (if used) and removing any garbage.

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 # _____

February 25, 2022

Contact: Office Manager