

Western Counties Regional Library

Regulations for the use of the Community Room – Barrington Branch

Availability:

Groups and individuals can rent the Community Room when the library is not using it. Room capacity is 54 with tables & chairs and 69 seated.

Booking:

Book the Community Room with library staff at least one week in advance.

Cancellation:

Cancel at least 48 hours before your booking to avoid payment. Cancel by calling or emailing the library.

Charges:

Rent the Community Room for morning (8:30 am to 12:30 pm), afternoon (1:00 pm to 5:00 pm) and evening (6:30 pm to 10:00 pm) sessions. Rental fees are charged per session (morning, afternoon or evening). Non-profit groups will not be charged a rental fee. Profit-making groups and individuals will be charged a rental fee of \$25.00 per session. Payment is to be given to the library staff in advance or at the time of the meeting. Cheques are to be made payable to the Municipality of Barrington.

Equipment/Facilities:

A small kitchen area is available to groups renting the Community Room. Note: The water is not drinkable.

Keys:

A key will be given to a member of the renting group by library staff if the booking is for times outside of library hours. The key is to be returned to the library staff or left in the meeting room immediately following the meeting.

Terms of Use:

- Renters need to make sure everyone follows provincial health guidelines.
- No smoking, alcoholic beverages and/or recreational drugs.
- The library reserves the right to deny room rental requests or cancel bookings at its discretion.
- Rental of the Community Room by the library does not imply any endorsement of the ideas or products of any renter.
- You are responsible for any furniture arrangement. You must return the room to its original arrangement after your session. The renting group is responsible for cleaning the kitchen area (if used) and removing their garbage.
- 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

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

Name (please print) _____

Organization (optional) _____

Signature _____

Phone number or e-mail address: _____

Staff use: Date _____

Amount of payment _____

Receipt # _____

March 16, 2023

Contact: Office Manager