

**Western Counties Regional Library**  
**Regulations for the use of the Community Room – Clare Branch**

Availability:

Groups and individuals can rent the Community Room when the library is not using it. Room capacity is 45.

Booking:

Book the Community Room with library staff at least one week in advance. Arrange to pick up the room key before the booking date. Keys should be returned immediately following the meeting.

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 (up to noon), afternoon and/or evening sessions. Use of the Community Room is free to non-profit groups and students. Profit-making groups and individuals will be charged \$15.00 per session (morning, afternoon or evening). Payment by cash or cheque is to be given to the library staff in advance or at the time of the meeting. All payments are to be made during library open hours. Cheques are to be made payable to the Municipality of the District of Clare.

Equipment:

A projector and screen are available for the use at no additional charge.

Terms of Use:

- Renters need to make sure everyone follows provincial health guidelines.
- No smoking, alcoholic beverages, and or recreational drugs.
- You are responsible for any damage that happens to the room or furniture during your rental.
- Please do not stick things to the walls.
- You are responsible for any furniture arrangement. You must return the room to its original arrangement after your session.
- All items that belong to the renting group or individual renter must be removed from the facilities after each use.
- The library is not responsible for any items left behind by the users of the room.
- Rental of the Community Room does not mean the library endorses the ideas or products of any renter.
- 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 (optional) \_\_\_\_\_

Signature \_\_\_\_\_

Phone number or e-mail address: \_\_\_\_\_

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**Staff use:** Date \_\_\_\_\_

Amount of payment \_\_\_\_\_

Receipt # \_\_\_\_\_

March 16, 2023

Contact: Office Manager