

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

Availability:

Groups and individuals can rent the Community Room when the library is not using it. Room capacity is 55.

Booking:

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

Cancellation:

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

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 given 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 follow provincial health guidelines.
- No smoking, alcoholic beverages and/or recreational drugs.
- The renter is responsible for any damage to the room which occurs during the rental.
- 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 renter is responsible for any room arrangement and must return the room to its original arrangement after the session. The renter 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 (optional) _____

Signature _____

Phone number or e-mail address: _____

Staff use: Date _____

Amount of payment _____

Receipt # _____

March 16, 2023

Contact: Office Manager