

Western Counties Regional Library

Regulations for the use of the Community Room – Pubnico Branch

Availability:

Groups and individuals can rent the Community Room when the library is not using it. Room capacity is 71. Contact the Municipality of the District of Argyle to arrange long-term use of the room.

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 (6:00 pm to 10:00 pm) sessions. The charge for each session is \$15.00. Groups wishing to have rental fees changed should contact the Pubnico Community Centre. Payment is to be given to the library staff in advance or at the time of the meeting. Cheques are payable to the Pubnico Community Centre.

Equipment:

The kitchenette is available for use by renting groups at no extra charge. Note that the tap water is not drinkable.

Keys:

Library Staff will give a key to persons using the Community Room. Return the key to the library staff immediately following the meeting or by leaving it in the book drop.

Terms of Use:

- Renters must ensure that all individuals follow provincial public health guidelines.
- No smoking, alcoholic beverages and/or recreational drugs.
- 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 arranging the room and must return 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.
- The library may deny room rental requests and 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: _____

Staff use: Date _____

Amount of payment _____

Receipt # _____

March 16, 2023

Contact: Office Manager