

## **Western Counties Regional Library**

### **Regulations for the use of the Community Room – Shelburne Branch**

#### Availability:

Groups and individuals can rent the Community Room when the library is not using it. Room capacity is 60.

#### Booking:

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

#### Cancellation:

You must cancel at least 48 hours before your booking to avoid payment. You can cancel by calling or emailing the library.

#### Charges:

Bookings may be made for morning (up to noon), afternoon or evening sessions. Use of the Community Room is free for non-profit organizations. Profit-making organizations will be charged \$15.00 per session (morning, afternoon or evening). Payment should be given to the library staff in advance or at the time of the meeting. Cheques are to be made payable to the Shelburne Library Building Association.

#### Equipment:

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

Terms of Use:

- 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 anything to the walls.
- 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.
- You are responsible for any furniture arrangement. You must return the room to its original arrangement after your session.
- 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