

Western Counties Regional Library

Regulations for the use of the Meeting Room – Shelburne Branch

Availability:

Groups and individuals can rent the Meeting Room when the library is not using it. Room capacity is 33.

Bookings:

Book the Meeting Room with library staff at least one week in advance. The Meeting Room is only available during library open hours.

Cancellations:

You must cancel at least two days 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 Meeting Room is free for non-profit groups and students. Profit-making groups and individuals will be charged \$10.00 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, projector and DVD player are available 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.
- The library is not responsible for any items left behind by the users of the room.
- Rental of the Meeting Room does not mean the library endorses 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 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