

Western Counties Regional Library

Regulations for the use of the Community Room – Weymouth Branch

Availability:

Group and individuals can rent the Community Room when the library is not using it. Room capacity is 57.

Booking:

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

Cancellation:

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

Charges:

Rent the Community Room for morning (8 am – 12 noon), afternoon (1 pm – 5 pm) and evening (5 pm- 9 pm) sessions. There is a charge of \$20 for each session. Non-profit groups may request to have the fee waived by contacting the Chief Administrative Officer of the Municipality of the District of Digby. Payment is given to the library staff in advance of or at the time of the meeting. Cheques are to made payable to the Municipality of the District of Digby. The library will issue a receipt for the fee and forward the cheque to the Municipality of the District of Digby.

Keys:

Library staff will give a key to persons using the Community Room. Return the key to the library staff immediately following the meeting.

Terms of Use:

- Renters must ensure that all individuals follow provincial public health guidelines.
- No smoking, alcoholic beverages and/or recreational drugs.
- The renter is responsible for any damage to the room, furniture or equipment that occurs during a 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 renting group is responsible for arranging the room and must return the room to its original arrangement after the meeting.

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