

Western Counties Regional Library

Regulations for the use of the Community Room – Yarmouth Branch

Availability:

Group and individuals can rent the Community Room when the library is not using it. Room capacity is 50 seated and 72 standing.

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:

The Community Room with kitchen facilities is available to groups and individuals for rent during library open hours. Sessions must end 15 minutes before the library closes for the day. Rental fees are: \$10.00 per hour (minimum fee); \$25.00 per half day (up to four hours); \$50.00 for a full day (8 hrs. or more). Use of the Community Room is free for tutors and students of the Yarmouth County Literacy Council. Non-profit organizations and non-governmental groups may apply to the Yarmouth Public Library and Museum for possible waiver of the rental fee. Payment should be given to the library staff before the time of the meeting. Cheque is to be made payable to Western Counties Regional Library.

Terms of Use:

- Renters must ensure that all individuals abide by 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 renting group is responsible for any room arrangement it may require and for returning the room to its original arrangement after the meeting. They are also responsible for putting garbage in the appropriate receptacles as well as cleaning the kitchen area (if used).
- 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: _____

Staff use: Date _____

Amount of payment _____

Receipt # _____

March 16, 2023

Contact: Office Manager