

## **Western Counties Regional Library**

### **Regulations for the use of the Meeting Room – Yarmouth Branch**

#### Availability:

Groups and individuals can rent the Meeting Room when the library is not using it. Room capacity is 25.

#### Booking:

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

#### Cancelling:

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

#### Charges:

You can book the Meeting Room for two-hour sessions during open hours at the library.

Non-profit groups and individuals pay \$10 per two-hour session. Profit-making groups and individuals pay \$20 per two-hour session. If you pay by cheque, make it payable to Western Counties Regional Library.

#### Equipment:

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

Terms of Use:

- You need to make sure that everyone follows provincial health guidelines.
- No smoking, use of alcoholic beverages and/or recreational drugs.
- You are responsible for any damage that happens to the room or furniture during your rental.
- Do not stick things to the walls.
- The library is not responsible for any items left behind by the users of the room.
- You are responsible for any furniture arrangement. You must return the room to its original arrangement after your session.
- Rental of the Meeting 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 as needed.

**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