

## **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. Effective August 1, 2025, the Community Room will be closed on Sundays and Mondays. Room capacity is 60 people.

### **Booking and Keys:**

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.

### **Cancelling:**

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

### **Charges:**

The Community Room can be rented for morning (up to noon), afternoon and evening sessions. Use of the Community Room is free for non-profit organizations. Profit-making organizations will be charged \$25.00 per session (morning, afternoon or evening). Payment is given to the library staff before the meeting. Payment can be by cash or cheque. Cheques are to be made payable to the Shelburne Library Building Association.

### **Equipment:**

A screen and projector are available at no additional charge.

## Western Counties Regional Library

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#### Public Forms

#### **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 or pin anything to the walls.
- The library is not responsible for any items left behind.
- You are responsible for any furniture arrangement. You must return the room to its original arrangement after your session.
- 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. It may cancel bookings when needed and will contact renters if it happens.

**I agree to abide by the above regulations in the rental of this facility.**

Name (please print) \_\_\_\_\_

Organization (optional) \_\_\_\_\_

Signature \_\_\_\_\_

Contact phone or e-mail \_\_\_\_\_

#### **Staff use:**

<b>Rental Date and Time</b>	<b>Payment Amount</b>	<b>Receipt # for Paid Rentals</b>
E.g. Nov 18/24 from 1-5	\$25.00	# 101

The McKay Memorial Library (Shelburne Branch) keeps a signed copy of this form for 12 months.

April 30, 2025

Contact: Branch Manager