

## **Regulations for the use of the Community Room – Barrington Branch**

### **Availability:**

Groups and individuals can rent the Community Room when the library is not using it. Room capacity is 54 people with tables and chairs and 69 seated.

### **Booking and keys:**

Book the Community Room with library staff at least one week in advance. A key must be picked up during library open hours by a member of the renting group if the booking is for times outside of library hours. Return the key to the library staff or left in the meeting room immediately following 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:**

Rent the Community Room for morning (8:30am to 12:30pm), afternoon (1pm to 5pm) and evening (6:30pm to 10pm) sessions. Rental fees are charged per session (morning, afternoon or evening). Use of the Community Room is free to non-profit groups and students. Profit-making groups and individuals will be charged \$25.00 per session (morning, afternoon or evening).

Pay the library staff for the room during library open hours before the session. Payment can be by cash or cheque. Cheques are to made payable to the Municipality of Barrington.

### **Equipment:**

A projector and screen are available at no extra charge. A small kitchen area is available to groups renting the Community Room. Note: The water is not drinkable.

**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.
- 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. You are responsible for cleaning the kitchen area (if used) and removing any garbage.
- 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:**

Rental Date and Time	Payment Amount	Receipt # for Paid Rentals
E.g. Nov 18/24 from 1-5	\$20.00	# 101

The Barrington Municipal Library keeps a signed copy of this form for 12 months.