

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

### **Availability:**

Groups and individuals can rent the Community Room when the library is not using it. Room capacity is 45 people.

### **Booking and keys:**

Book the Community Room with library staff at least one week in advance. Arrange to pick up the room key during open hours before the booking date. Keys should be returned 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:**

The Community Room can be rented for morning, afternoon, and evening sessions. Use of the Community Room is free to non-profit groups and students. Profit-making groups and individuals will be charged \$15.00 per session (morning, afternoon or evening).

Payment is given during library open hours to the library staff before the session. Payment can be by cash or cheque. Cheques are to be made payable to the Municipality of the District of Clare.

### **Equipment:**

A projector and screen are available at no extra charge.

Western Counties Regional Library  
Regulations for the use of the Community Room – Clare Branch  
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 things to the walls or sound panels.
- 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	\$20.00	# 101

The Senator Ambroise H Comeau Memorial Library (Clare Branch) keeps a signed copy of this form for 12 months.

April 30, 2025  
Contact: Branch Manager