

Regulations for the use of the Community Room – Digby Branch

Availability:

Groups and individuals can rent the Community Room when the library is open and not using it. Room capacity is 55 people.

Booking:

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

Cancelling:

You must cancel at least two days 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 two-hour sessions (morning, afternoon, and evening) during library open hours. Non-profit groups and individuals are charged \$10 per session. Profit-making groups and individuals are charged \$20 per session. Kitchenette facilities may be requested at the time of the booking. Charges for the kitchen use are \$10 per session.

Payment is given to the library staff before the session. Payment can be by cash or cheque. Cheques are to be made payable to the Digby Library Committee.

Equipment:

A projector and screen are available at no extra 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.
- 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 Isaiah W. Wilson Memorial Library (Digby Branch) keeps a signed copy of this form for 12 months.

April 30, 2025
Contact: Branch Manager