

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

### **Availability:**

Groups and individuals can rent the Community Room when the library is not using it. Room capacity is 57 people.

### **Bookings and Keys:**

Book the Community Room with library staff at least one week in advance and arrange to pick up the room key during library open hours before the booking. Keys should be returned immediately after the meeting either directly to the staff or in the book drop.

### **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 (8am – 12noon), afternoon (1pm – 5pm) and evening (5pm- 9pm) sessions. There is a charge of \$20 for each session. Non-profit groups may request to have the fee waived by contacting the Chief Administrative Officer of the Municipality of the District of Digby.

Payment is given to the library staff before the meeting. Payment can be by cash or cheque. Cheques are to made payable to the Municipality of the District of Digby. The library will issue a receipt and forward the payment to the Municipality of the District of Digby.

Western Counties Regional Library  
Regulations for the use of the Community Room – Weymouth 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.
- 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 Weymouth Waterfront Library keeps a signed copy of this forms for 12 months.

April 30, 2025  
Contact: Branch Manager