

Regulations for the use of the Meeting Room – Yarmouth Branch

Availability:

Groups and individuals can rent the Meeting Room when the library is open and not using it. Room capacity is 25 people. Sessions must end 15 minutes before the library closes for the day.

Booking:

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

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:

Profit-making groups and individuals will be charged \$10.00 per two hour session. Payment is given to the library staff in advance of the meeting. Payment can be made by cash or cheque. Cheques are to be made payable to Western Counties Regional Library.

Use of the Meeting Room is free for pre-approved non-profit groups. The Yarmouth Branch Manager must be applied to for approval to waive the fee.

Equipment:

A projector, screen, and speakers can be made available for use at no extra charge. Please ask for them when you book the room.

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.
- No candles or fire of any kind.
- 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.
- 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 Meeting 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 Izaak Walton Killam Memorial Library (Yarmouth Branch) keeps a signed copy of this form for 12 months.

April 30, 2025
Contact: Branch Manager