

Regulations for the use of the Community Room – Pubnico Branch

Availability:

Groups and individuals can rent the Community Room when the library is not using it. Room capacity is 71 people. Contact the Municipality of the District of Argyle to arrange long-term use of the room.

Booking 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 left 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 (8:30am – 12:30pm), afternoon (1pm – 5pm) and evening (6pm- 10pm) sessions. There is a charge of \$15 for each session. Non-profit groups may request to have the fee waived by contacting the Pubnico Community Centre.

Payment is given to the library staff before the meeting. Payment can be by cash or cheque. Cheques are to made payable to the Pubnico Community Centre.

Equipment:

The kitchenette is available for use by renting groups at no extra charge. Note that the tap water is not drinkable.

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. The renting group is 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 _____

This rental is for: a ☐ private event or a ☐ public event (check one).

Staff use:

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

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

April 30, 2025

Contact: Branch Manager