

Regulations for the use of the Meeting Room – Shelburne Branch

Availability:

Groups and individuals can rent the Meeting Room when the library is not using it during library open hours. Room capacity is 33 people.

Booking:

Book the Meeting 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 Meeting Room can be rented for morning (up to 12noon), afternoon and evening sessions during open hours. Use of the Meeting Room is free for non-profit groups and students. All other renters will be charged \$25.00 per session (morning, afternoon or evening). Payment is given to the library staff before the meeting. Payment can be by cash or cheque. Cheques are to made payable to the Shelburne Library Building Association.

Equipment:

A screen, projector and DVD player are available at no additional 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.
- 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 does not mean the library endorses 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	\$25.00	# 101

The McKay Memorial Library (Shelburne Branch) keeps a signed copy of this form for 12 months.

April 30, 2025

Contact: Branch Manager