

Regulations for the use of the Community Room – Yarmouth Branch

Availability:

Groups and individuals can rent the Community Room with kitchen facilities when the library is open and not using it. Room capacity is 50 people sitting and 72 standing. Sessions must end 15 minutes before the library closes for the day.

Booking:

Book the Community 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:

Rental fees are: \$10.00 per hour (minimum fee); \$25.00 per half day (up to four hours); \$50.00 for a full day (8 hrs. or more). Use of the Community Room is free for tutors and students of the Yarmouth County Literacy Council. Non-profit organizations and non-governmental groups may apply to the Yarmouth Public Library and Museum for possible waiver of the rental fee. Payment should be given to the library staff before the time of the meeting. Payment can be by cash or cheque. Cheques are to be made payable to Yarmouth Public Library and Museum.

Equipment:

A projector, speakers, and screen are available for use at no extra charge. The remote for the projector is at the circulation desk.

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 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	\$25.00	# 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