

REGULATIONS FOR THE USE OF THE PROGRAM ROOM

DIGBY BRANCH

AVAILABILITY:

The Program Room is available to groups and individuals for rental when not required by the library.

BOOKING:

Bookings for any use of the Program Room are made through the library staff. Bookings should be made at least one week in advance.

CANCELLATION:

Cancellations must be made at least 48 hours in advance or the renting group will be charged the fee.

CHARGES:

The room may be booked for morning, afternoon and evening sessions during library open hours. Non-profit organizations are charged \$10 per session. Profit-making organizations are charged \$20 per session. Kitchen facilities may be requested at the time of the booking. Charges for the kitchen use are \$2 per session for non-profit; \$5 per session for profit-making organizations. Payment should be made to library staff before the session begins. Cheques are to be made payable to Digby Library Committee.

EQUIPMENT:

A TV/VCR and Overhead Projector and Screen are available for rent at a cost of \$15 per unit per day.

TERMS OF USE:

- Smoking and the use of alcoholic beverages is prohibited.
- Any damage to the room which occurs during a rental will be the responsibility of the renter.
- The library is not responsible for any items left behind by the users of the room.
- Rental of the Program Room by the library does not imply any endorsement of the ideas or products of any renter.
- The library may deny room rental requests and may cancel bookings at its discretion.
- The renting group is responsible for any room arrangement it may require and for returning the room to its original arrangement after the meeting. The renting group is responsible for cleaning the kitchen area (if used) and removing any garbage.

I agree to abide by the above regulations in the rental of this facility.

Name (please print)

Organization

Signature

Staff use: Date _____
 Amount of payment _____
 Receipt # _____