

REGULATIONS FOR USE OF THE COMPUTER TRAINING LAB

AVAILABILITY:

The Computer Training Lab is available to groups for rental when not required by the library.

BOOKING:

Bookings for use of the Computer Training Lab are made through computer training lab staff. Bookings should be arranged two weeks in advance.

CANCELLATION:

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

CHARGES:

The Computer Training Lab is available to rent for morning, afternoon and evening sessions during the hours when the library is open to the public. Sessions must end fifteen minutes before the library closes for the day. Payment should be made to the computer training lab staff either before or at the time of the meeting. Cheque is to be made payable to Western Counties Regional Library. For non-profit organizations the fee is \$15.00 for the first session and \$10 for each subsequent session to a maximum of \$35.00 per day. For profit-making and government organizations, the fee is \$25.00 for the first session and \$15.00 for each subsequent session to a maximum of \$55.00 per day.

EQUIPMENT:

10 computers, 1 instructor's computer, 1 overhead projector/screen are available and included in the charges for the use of the Gates Lab. Printing costs are extra.

TERMS OF USE:

- Smoking and the use of alcoholic beverages is prohibited.
- Food and drink 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 Computer Training Lab by the library does not imply any endorsement of the ideas or products of any renter.
- The Computer Training Lab may deny room rental requests and may cancel bookings at its discretion.

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 # _____

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