

REGULATIONS FOR THE USE OF THE PROGRAM ROOM

YARMOUTH 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 arranged 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:

Use of the room is free to tutors and students of the Yarmouth Literacy Council. The Program Room 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. 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. Non-profit organizations may apply to the Yarmouth Public Library and Museum (David Warner, Treasurer) for possible waiver of the rental fee. For profit-making 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. Payment should be made to the library staff either before or at the time of the meeting. Cheque is to be made payable to Western Counties Regional Library.

EQUIPMENT:

Use of the kitchen facility may be requested at the time of the booking. Non-profit organizations will be charged \$2.00 per session for the use of the kitchen. Profit-making organizations will be charged \$5.00 per session. A TV, VCR and Overhead Projector/Screen are available for rent at a cost of \$15.00 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 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.
- The library 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 # _____