

# REGULATIONS FOR THE USE OF THE PROGRAM ROOM

## BARRINGTON BRANCH

### AVAILABILITY:

The Program Room is available to groups and individuals for rental when not required by the library. The capacity of the room is 54 with tables & chairs, 69 seated.

### BOOKING:

Bookings are to be made with the library staff and 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 Program Room may be rented for sessions held morning (8:30 am to 12:30 pm), afternoon (1:00 pm to 5:00 pm) and evening (6:30 pm to 10:00 pm). Rental fees are charged per session (morning, afternoon or evening). Normally, non-profit organizations will not be charged a rental fee. Profit-making organizations will be charged a rental fee of \$15.00 per session. Rental fees are payable at the Municipal Office within one week of the booking. Cheques are to be made payable to the Municipality of Barrington. Library staff will, on a monthly basis, provide the Municipal Office with a list of all groups who have used the room.

### EQUIPMENT/FACILITIES:

A small kitchen area is available to groups renting the Program Room. (N.B. Water is not potable.)

### KEYS:

A key will be given out to a member of the renting group by library staff if the booking is for times outside of library hours. The key is to be returned to the library staff or left in the meeting room immediately following the meeting.

### TERMS OF USE:

- Smoking and the use of alcoholic beverages is prohibited.
- The library reserves the right to deny room rental requests or cancel bookings at its discretion.
- 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.
- 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.

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

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Name (please print)

Organization

Signature

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Staff use:      Date \_\_\_\_\_  
                         Amount of payment \_\_\_\_\_  
                         Receipt # \_\_\_\_\_

June 2011