

# REGULATIONS FOR THE USE OF THE PROGRAM ROOM

## PUBNICO 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 71. Special arrangements for long term use of the room may be made with the Building Committee, with the understanding that library needs take precedence.

### BOOKING:

Bookings are to be made with 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 Program Room may be rented for morning (8:30 am to 12:30 pm), afternoon (1:00 pm to 5:00 pm and evening ( 6:00 pm to 10:00 pm) sessions. The charge for each session is \$10.00 for residents of Pubnico Head and \$20.00 for individuals and groups from outside the immediate community. Groups wishing to have the rental fees amended should address their request to the Pubnico Library Building Committee. Payment is to be made to the Library staff in advance or at the time of the meeting. Cheques are to be made payable to the Pubnico Library Building Committee.

### EQUIPMENT:

The kitchen is available for use by renting groups at no additional charge. Note that the tap water is not potable.

### KEYS:

A spare key is kept by the person in charge of the library and will be given to persons using the Program Room. The key is to be returned to the library staff immediately following the session, either in person or through the bookdrop.

### 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.

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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 # \_\_\_\_\_