

# REGULATIONS FOR THE USE OF THE PROGRAM ROOM

## SHELBURNE 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 39 with tables & chairs and 49 seated.

### 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:

Bookings may be made for morning, afternoon or evening sessions. The sessions must be conducted during library open hours. Use of the program room is free to non-profit organizations. Profit-making organizations will be charged \$15.00 per session (morning, afternoon or evening). Payment should be made to the library staff in advance or at the time of the meeting. Cheques are to be made payable to the Shelburne Library Building Association.

### EQUIPMENT:

A TV and VCR are available for use of renting groups at no additional charge.

### 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 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 # \_\_\_\_\_

June 2011