

## Usage Guidelines

### Antigonish Town and County Library- Meeting and Community Rooms

The Pictou-Antigonish Regional Library Board will provide *\*not-for-profit groups* with meeting space free of charge in the Antigonish Town and County Library community room, community kitchen and meeting room, when not in use for library activities.

- The Board reserves the right to accept or reject requests for the use of meeting space.
- Meeting Rooms are not available for private social functions such as parties, banquets, showers etc. or for use after 5 pm on Mondays and Saturdays or 9 pm on Tuesdays through Fridays. *Exceptions may be made at the discretion of library management.*
- The library may open for special events outside of regular business hours however full library services will not be available . Event volunteers must be on hand to assist a library staff representative with monitoring the building, closing up, etc.
- No bookings will be made before 9:30 am and all meetings and events must end by 4:30 pm on Mondays and Saturdays or 8:30 pm on Tuesdays through Fridays.
- Normal services of the Library are not to be disturbed.

Please check with library staff for specific details regarding facilities and equipment.

#### Care of Facilities:

- Group is held responsible for any damaged or lost items.
- Group is responsible for arrangement and the stacking of chairs and cleaning up of kitchen facilities.
- Use of dishwasher is limited to library programs only. Individuals must wash and put away their own dishes.
- Food left in community kitchen refrigerator will be thrown out on Fridays.
- Room must be left in original condition. Library staff is not responsible for clean-up.

*\*\*\*Please note: future bookings from any group causing damage or failing to comply with the library's Community Room policies may be denied.*

#### Alcoholic Beverages & Smoking:

- Smoking is not permitted.

- Alcoholic beverages are not permitted. Exceptions may be made for partner organizations wishing to serve wine at a non-profit function. It is their responsibility to apply for a liquor license and food and wine served must be free of charge.

#### Fees:

Groups are not permitted to charge an admittance fee or to sell any items unless prior consultation has taken place with the library board and/or library management. Acceptable instances include:

- Non-profit groups may charge a small fee for workshops to cover the cost of materials.
- Non-profit organizations may fundraise by selling items in keeping with the artistic and cultural intent of the library (i.e. books and artwork).

#### Liability:

Library Board is not responsible for the loss, theft or damage to any supplies or equipment owned or leased by the group.

#### Booking Procedures:

- Should be made at least one week in advance of meeting date.
- Please call 863-4276 for available hours.

\*Not-for-profit groups are created to benefit the community. Activities of a not-for-profit organization may be of a patriotic, national, charitable, philanthropic, religious, professional, or athletic nature without monetary gain. In certain circumstances a not-for-profit organization may engage in revenue producing activities and earn a profit, however these activities are to be conducted solely to further the principal objectives of the organization. ( From Canada Business Ontario <http://www.cbo-eco.ca/en/index.cfm/guides/not-for-profit-info-guide/> )

# Antigonish Town and County Library (Meeting and Community Rooms)

## Equipment and Facilities:

- Stacking chairs: 150
- Folding tables: 6 round; 17 rectangular; 4 height-adjustable, rectangular.
- Hanging system for art (wall mounted in Bistro Area and 5 free-standing display systems)
- Lectern
- Flipchart
- Laptops, projectors and screens.
- Coffee urns and kettles may be used to provide refreshments for meetings. Groups must supply their own coffee, tea, milk, sugar, etc.
- Library staff will provide some basic technical support however when equipment is needed for a presentation or event, the group using the equipment should make prior arrangements to learn proper use.

## Meeting Room:

Maximum Occupancy: 45 (lecture-style seating)

For meeting style seating, 12-15 people can be comfortably accommodated.

Whiteboard with smartboard capabilities, projector, plug-ins for computer and internet access.

## Community Room:

Maximum Occupancy: 109 (lecture-style seating)

Projectors and screens, DVD/Blu-Ray player, sound equipment, and plug-ins for computer and internet access.

## Community Kitchen:

Maximum Occupancy: 37 (lecture-style seating)

Fridge, stove, microwave, basic small kitchen appliances, basic cutlery and dishes, cups, glasses.

Projector and screen, plug-ins for computer and internet access.