

Westville Library and Innovation Centre Program, Meeting, and Display Space

The provision of program, meeting, and display space is a partnership of the Pictou-Antigonish Regional Library and the Westville Community Access Committee. All use of such space must be in accordance with general Library Board policies. The purpose of the program and meeting space is to provide a location for:

- Library programming and events of a varied nature
- Community meetings
- Technology training and orientation
- Agencies and businesses to offer services locally in the community
- To offer display space for community products and services

Program and meeting space is offered free of charge to any non-profit group or agency within the community. Groups and agencies are encouraged to provide an honorarium if appropriate. All costs associated with the use of the equipment (printing, photocopying, etc.) are to be paid by the user at the current public rate.

For-profit groups, agencies, and businesses will be charged a set rate comparable to other meeting rental rates in the area. This rate is to be set by Library staff, in consultation with the Community Access Committee, and is to be posted in a visible location in the Library/Centre. The Library or CAP reserves the right to waive this fee should the program or meeting be of significant community value. All costs associated with the use of the equipment (printing, photocopying, etc.) are to be paid by the user at the current public rate.

Groups, agencies, or businesses wishing to charge an admittance fee or selling items on the premises, are not generally encouraged to use the program/meeting space. However, this rule may be waived should the event or service be in keeping with the purpose of the Library/Centre.

Display space is made available in a designated area and is free of charge. Time limits and bookings are arranged through the library staff.

The Library/Centre is not available for private social functions such as parties, banquets, showers, etc.

Library and CAP services are not to be disturbed.

All proceeds generated by rental fees or honorariums will be forwarded to the Community Access Committee for community technology development in the area.

The Library Board reserves the right to refuse use of the facility to any group, agency, business, or individual.

Facilities

- Community meeting room - 230 square feet. Seating for 12-15 people. Folding tables.
- Community office - 130 square feet. Seating for 4 people. Desk and table.
- Community technology training area - 630 square feet. Seating for 24-30 people.
- The building is accessible to the disabled.
- Display space - Three glass fronted display cases are available for use and can be locked.

Equipment

- high speed Internet access in all areas
- computer workstations with various software (inquire as to number and software type)
- projection equipment available (inquire as to type)
- lectern, flipcharts, etc. available
- printing, laser and colour
- photocopying
- phone / fax
- some catering equipment and local catering available (inquire as to type)
- two washrooms

Care of facilities

- Groups are held responsible for any damaged or lost items
- Program/meeting space should be left in original condition
- No alcoholic beverages or smoking are permitted. The use of scents is strongly discouraged.
- Food and drink in designated areas only.

Liability

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

Available hours

- The facility is available during open hours of the library and CAP site. Hours outside this time are by arrangement only and subject to staff or volunteers being available.

Inquiries are welcome. Call 902 396-5022

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