

# USAGE GUIDELINES/POLICY

## PICTOU-ANTIGONISH REGIONAL LIBRARY - HEADQUARTERS MEETING ROOM

The Pictou-Antigonish Regional Library Board will provide *non-profit groups* with meeting space free of charge in the **Regional Library Headquarters Meeting Room** at the Pictou-Antigonish Regional Library HQ at the discretion of Management, when not in use for library activities. Groups and agencies are encouraged to provide an honorarium if appropriate. These meetings are to be of a *non-fund raising, non-revenue generating nature*. (**Exception:** performing artists may make available for purchase copies of their music DVDs or books).

All proceeds generated by honorariums will be forwarded to library program support, or towards library collection development.

- *The Board & Management reserve the right to accept or reject requests for the use of meeting space.*
- *The Regional Library Headquarters Meeting Room is not available for private social functions such as parties, banquets, showers etc.*
- *Normal services of the Library are not to be disturbed.*
- *All costs associated with the use of equipment (photocopying, printing, etc.) are to be paid by the user at the current public rate.*

### Facilities:

- Room capacity: 50 persons.
- Available for use in the Meeting Room are:
  - stacking chairs - 60
  - folding tables - 8
  - lectern, wall mounted conference whiteboard
  - WiFi connection, laptop, digital projector (or over-head projector) & screen
  - Limited kitchen facilities - fridge, coffee urn, sink.
  - Accessible Washroom

### Care of Facilities:

- Group held responsible for any damaged or lost items.
- Group is responsible for arrangement and the stacking of chairs, and cleaning up of kitchen facilities.
- Room must be left in original condition.
- Food & beverage service permitted in designated areas only.

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

### Alcoholic Beverages & Smoking:

- Neither are permitted.

### Admittance Fee:

- Groups are not permitted to charge an admittance fee or to sell any items.

*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, at the discretion of Management and Personnel Chair of the Library Board, this rule may be waived should the event or service be in keeping with the purpose of the Library/Centre.*



Pictou-Antigonish  
Regional Library

**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.
- Inquiries are welcome by contacting the **Pictou-Antigonish Regional Library Headquarters** (Programming Department) at **(902) 755-6031**.

**Available Hours:**

Monday – Friday 9:00 am – 4:00 pm