



Space Reservation

Bold information **must** be provided. Please print.

Date(s) of event(s) _____

Time of event(s) start _____ finish _____

Type of event(s) _____ (general topics of discussion, speakers' names and/or a general idea of the content of the event's activities)

Name of group or individual sponsoring the event(s) _____

Contact information:

Name _____

Phone _____

Mailing address _____

Fax _____ **email** _____

Equipment needed _____

Applicable fee(s) - see other side _____

Cheques should be payable to the South Shore Regional Library.

The Library will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada.

I have read and understood the conditions for using Library space and agree to them.

Signature

Name (please print)

Organization, if applicable

South Shore Public Libraries
Notes on Meeting space use

Oct 2003

Please read the Library Board's Policy on Meeting Space use, attached or at <http://www.southshorepubliclibraries.ca/about-us/policies/meeting-space-use-policy>.

Complete the information requested on the reverse, after reading the following. Give the form to Library staff at the location of your event and make sure your booking is confirmed with that staff. Arrange times for set-up and take-down with staff as well. Pay any required fees (see below) at the time of the event or up to two weeks prior to the event.

Book up to six months (but no more) and not less than two weeks (if possible), in advance of your event

Fire Marshall limit: _____

Smoking is prohibited.

All food and beverage arrangements are the responsibility of those booking the space and must conform to the laws of Nova Scotia.

At least four people must be present if any one of those using the space is under 19.

At least one adult must be present at all times while the room is in use.

The Library is not responsible for equipment or possessions of groups or individuals using Library space.

Users are responsible for all equipment and furnishings belonging to the Library and others who share Library space and will be billed for any damage resulting from their use thereof. The Library may request a returnable deposit for the use of expensive or fragile equipment. You may use any kitchen facilities in cooperation with other users of the building; if you do, leave the space clean and take away your supplies.

Use of the space is free to "Not-for-profit" organizations when they do not charge for attendance at an event held in Library space during Library open hours. The Library defines a "Not-for-profit" organization as one whose purpose is service to the community or personal development rather than financial gain. Many such organizations can issue receipts for tax purposes for contributions made to the organization. If there is a question as to whether an organization is "Not-for-profit" for purposes of booking library space, the Chief Librarian will decide whether the organization should pay a fee. Service clubs, book clubs, youth groups, political parties, tutors and pupils, support groups, and religious groups are examples of those exempt from meeting space fees during Library open hours.

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Fees for the use of Library space will be charged to

“For-profit” organizations (organizations whose purpose is financial profit)

“Not-for-profit” organizations

when they charge an attendance fee for an event

when they use space outside Library open hours unless a Library staff member volunteers to be present during the event

Groups or individuals booking the space for social events.

Scale of fees for “For-profit” organizations, as of July 2003:

\$15 for one hour at any time of day during Library Branch open hours

\$40 for four hours (morning, afternoon, or evening) during Library Branch open hours

\$70 for a day including morning, afternoon and evening during Library Branch open hours

When suitable security can be arranged, \$70 for four hours (morning, afternoon, or evening) when the Library Branch is not open

Fee for a “not-for-profit” organization booking space when the Library Branch is closed and no Library staff member is present: \$40.