

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. Groups and agencies are welcome to provide an honorarium or donation when appropriate.

- 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.
- Meeting rooms are not available outside of regular library hours. *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. Arrangements must be made with library management.
- 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, dry, 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 ensure that the space and equipment used is left clean and tidy, including wiping off soiled tables, chairs and counters, placing all garbage in containers provided and ensuring all recyclables are disposed of in accordance to recycling practices. Extra garbage bags are available upon request so that groups may bag up their excess garbage.

****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. The Board reserves the right to make exceptions to this policy.

- 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:

- Please call (902) 863-4276 or email antigonish@parl.ns.ca 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.
- Microphone
- 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.
- Large-screen monitor and video-conferencing equipment.

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.
- This room is not set up for video-conferencing.

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.