



## **Annapolis Valley Regional Library Kentville Library – Community/Program Room**

### **For use of the Community/Program room *during non-library hours* –**

Any bookings for use of the Community/Program room *during non-library hours* is made through The Town of Kentville. Contact Ashley Sheffield at 902-679-2539, or email [aalders@kentville.ca](mailto:aalders@kentville.ca)

Maximum room capacity during non-library hours : 15

### **For use of the Community/Program room *during library hours* –**

During library hours, the Kentville Community/Program room is booked for library use.

Co-sponsored events may be considered during library open hours. The decision to co-sponsor an event is made by the Kentville Library Branch Manager. No room rental fees will be charged for events that are co-sponsored with the library.

To ensure the widest possible access to the room, the Library does not generally accept requests from a single organization for more than 6 co-sponsored events in a 6 month period. The Library may consider exceptions based on the general room availability, whether the program is open to the public, and whether the organization has an existing partnership with the Library.

Groups that are co-sponsoring with the library are not permitted to charge an admission fee or to sell for profit. In some co-sponsored events such as author readings, the Library may provide the opportunity for the public to purchase books or cds at the event. Co-sponsored events may be promoted through the Library's communication channels.

To contact us about co-sponsoring events, call the Kentville Library at 902-679-2544

Maximum meeting room capacity when the library is open: 60