

Main Library Meeting Rooms Usage Policy

PRINCIPLES OF USE

- The library has meeting and interview rooms available for use by the community, which are the subject of this policy.
- The rooms are primarily for hire by community groups and organisations within the Strathfield local government area.
- Priority will be given to activities that are compatible with and complementary to the library's role and objectives.
- Functions, ie. wedding receptions, birthday parties, christening, dinners, etc, are not permitted.

ROOMS AVAILABLE FOR HIRE

Ironbark Room

The Ironbark Room seats up to 80 people and can be divided into two sections, one which allows access to the kitchen facility, the other with access to the audio visual equipment. Each section will seat up to 40 people.

When setting up the Ironbark Room for public gatherings, users must ensure that:

- chairs are in rows with a minimum of four and a maximum of sixteen chairs per row;
- exits are kept free – fire exit doors should not be obstructed;
- side aisles are a minimum of 1 metre wide;
- centre/cross over aisles are a minimum of 1.5 metres wide;

The Ironbark Room is available for hire during the following hours:

Monday – Saturday	9:00 am – 10:00 pm
Sunday	10:00 am – 6:00 pm

Hire of the Ironbark Room during the library's operating hours will be charged at the "library hours of operation" rates. Use within "library hours of operation" is to cease fifteen minutes before library closing time so as not to inconvenience other users or delay the closing of the library.

The hours of operation of Strathfield Central Library are:

Monday – Thursday	9:30 am – 8:00 pm
Friday	9:30 am – 6:00 pm
Saturday	9:00 am – 4:00 pm
Sunday	1:00 pm – 5:00 pm

"Outside library hours of operation" rates apply to all use outside of these times. *Audio visual equipment is not available for use out of hours*

Acacia, Grevillea and Melaleuca Rooms

The Acacia and Grevillea Rooms seat a maximum of eight people.

The Melaleuca Room will seat up to three people.

The Acacia, Grevillea and Melaleuca rooms are only available for hire during library operating hours.

STANDARD RATES

Standard rates of hire will be charged to:

- profit-making commercial organisations, businesses or individuals, including conferences, seminars and training;
- individuals or groups hiring for social occasions;
- state, federal and local government (except where Strathfield Municipal Council is the user or sponsors the meeting/event).

NON PROFIT/COMMUNITY USERS

Council provides community rates for the hire of the Ironbark Meeting Room at Strathfield Central Library for activities providing community benefit and service to the Strathfield Local Government Area, which can be qualified and supported by documentation.

Eligible groups can include non-profit community and cultural organisations, recreational clubs and charitable organisations based in the Strathfield Municipality or providing a service/activity of community benefit to the Strathfield Municipality.

Applicants will be required to provide supporting evidence of non-profit status, eg constitution, details of incorporation, financial statements. Applicants will need to provide detailed information on the proposed activity and how it provides a community benefit to the Strathfield Municipality.

Each application will be assessed on the information provided on the application form and determined on its individual merits.

Authority is vested in the Manager Library Services to determine appropriate category in special and unusual circumstances.

Schedule of Fees 2009-2010

Rates	Cost	Unit	GST	Total Fee
FOR ALL USE DURING LIBRARY HOURS OF OPERATION				
Ironbark Room – Whole Room				
Standard rate	\$ 64.00	per hour	\$ 6.40	\$ 70.40
Approved community organisation rate	32.00	per hour	3.20	35.20
Ironbark Room – Half Room				
Standard rate	32.00	per hour	3.20	35.20
Approved community organisation rate	16.00	per hour	1.60	17.60
Acacia/Grevillea Room				
Standard rate	16.00	per hour	1.60	17.60
Approved community organisation rate	8.00	per hour	.80	8.80
Melaleuca Room				
Standard rate	10.00	per hour	1.00	11.00
Approved community organisation rate	5.00	per hour	.50	5.50
FOR ALL USE OUTSIDE LIBRARY HOURS OF OPERATION				
Ironbark Room – Whole Room				
Standard rate	97.27	per hour	9.73	107.00
Approved community organisation rate	49.00	per hour	4.90	54.00
Ironbark Room – Half Room				
Standard rate	49.00	per hour	4.90	54.00
Approved community organisation rate	24.30	per hour	2.70	27.00
ASSOCIATED ITEMS				
Data projection equipment	34.00	per hire	3.40	37.40
Insurance – one-off charge for casual users	27.00	per hire	0.00	27.00
Refundable security and cleaning bond for hire outside Library hours of operation	250.00	per hire	0.00	250.00

CONDITIONS OF USE

1. Evidence of public liability insurance with a minimum limit of indemnity of \$10 million shall be provided by the following hirers:
 - incorporated bodies, sporting clubs, associations, profit-making or commercial activities;
 - hirers who use the meeting room more than 12 days in any 12 month period.
2. Casual hirers of council facilities must pay a fee **per use** of \$26.00 for cover under Council's "Casual Hirer's Liability". A casual hirer is any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or twelve times per calendar year.
3. Hirers are responsible for the safety of any person attending their meeting/event. Council will not be responsible for any losses or injuries suffered.
4. Activities in the room must be compatible with the in-library location.
5. There should be no excessive noise during library hours.
6. Library and council activities have priority over any other requests.
7. The hirer will pay the correct sum for each booking, as set out in Strathfield Library Meeting Room Fees. Fees shall be paid within fourteen (14) days *prior to* of making the booking. If such fees are not paid, the booking may be cancelled and the room re-booked to other hirers. Refunds will only be given if 48 hours notice is provided. Refund will be by cheque.
8. The hirer will be required to set up the room(s) hired. The library will provide sufficient chairs and tables.
9. The nominated contact person must be responsible for hiring and for the conduct of people and activities in the rooms and for the maintenance of good order generally.
10. The hirer shall not damage walls or any other surface in any way. No article shall be attached to any wall or door of the meeting room.
11. No person shall bring into and room or use therein helium balloons, confetti, chewing gum, fireworks, a naked flame of any sort or any other articles deemed by the council's responsible officer to be objectionable.
12. Children are to be supervised at all times by a responsible adult.
13. Council and/or its representatives shall not be responsible for any damage to any property belonging to the hirer or any person attending the meeting/event.
14. Access is permitted only to the room(s) hired.
15. A kitchen is available with hire of the Ironbark Room. The kitchen has a limited store of crockery and cutlery. Tea, coffee, milk, etc, must be provided by the hirer. Use of the kitchen is to be confined to the heating of food previously prepared and the preparation and service of tea, coffee and light refreshments. The kitchen and all associated items used are to be cleaned by the hirer after use, and restored to former condition.
16. A whiteboard is available and must be cleaned following use.
17. All lights and air conditioning must be turned off before rooms are vacated.
18. Rooms must be left in a clean and tidy condition, including the packing up and putting away of chairs and tables and cleaning the kitchen.

19. No hirer shall bring into any room, or use in any room, articles deemed by Council to be unsuitable.
20. No appliance, fitting or fixture shall be interfered with in any way.
21. The hirer will be responsible for and shall make good any loss or damage to the building, furniture, fittings or property during the period of use, including any extra cleaning required and any payment for security breaches.
22. It is the responsibility of the hirer to comply with the provisions of the *Commission for Children and Young People Act 1998* and the *Child Protection (Prohibited Employment) Act 1998*.
23. Smoking is not permitted in the library building.
24. Intoxicating liquor shall not be brought into the library building.
25. Regular bookings may be made and will be considered on their merits. However individuals or groups will not be able to monopolise the rooms or prevent equitable access by casual applicants.
26. Regular yearly bookings need to be re-booked annually in writing by no later than November of each year. There is no guarantee that the same days/times/room will be available the following year.
27. If making a regular booking during the year, ie per term or weekly for the whole year, ten weeks is payable in advance to secure that booking. If making a monthly booking, ie once a month for a 12 month period, three months is payable in advance.
28. Rooms may be viewed prior to making a booking by appointment only, Monday to Friday between 9:30 am and 4:00 pm.
29. Rooms are not available on public holidays.
30. Council reserves the right to refuse bookings at its discretion.
31. The schedule of fees is attached.

In accordance with Council policy, failure to comply with the requirements set out in this policy will be regarded as a breach of the agreement giving council the right to sue for recovery of any amount due in respect of such breach and/or to cancel any future bookings.

Council retains the right to determine the cost of any damage and/or extra cleaning necessary over and above that normally expected following a meeting/event.