

Randwick City Library Hire of Facilities

Effective Date:	July 2014
Contact Officer:	Manager Library Services
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Objective

To outline conditions for the hire of library public spaces and HACC rooms at the Bowen Library and Community Centre and Margaret Martin Library.

completion of the event tables, chairs etc are to be replaced in their original position.

It is the responsibility of the hirer to safeguard any material, equipment or display items that are used or left at the venue, for example, displays of items in the library foyer for an extended period.

Policy statement

This policy applies to the following library and library managed facilities:

Vonnie Young auditorium at Bowen Library and Community Centre

Meeting room at Margaret Martin Library

1st floor foyer at Bowen Library and Community Centre

HACC meeting rooms, 3rd floor Bowen Library and Community Centre

1. Availability of venues

The facilities are available for hire from Monday to Saturday, commencing at 9.15 am and available until 15 minutes prior to the closing time of the library at which the venue is located. The venue must be vacated when the booking period concludes.

2. Bookings

Priority for booking of venues (with the exception of the HACC rooms) is given to Library staff for library events and activities. All bookings are to be made in advance with full payment made prior to the hire date. Cancellations made less than one week prior to hire date may incur a cancellation fee as outlined in the schedule of fees and charges. Hire fees are outlined in the schedule of fees and charges.

3. Use of facilities

The facilities are not available for hire for the purpose of parties or any event liable to cause excessive noise or disruption to nearby facilities or residences. Neither smoking nor the consumption of alcohol is permitted at any venue.

Facilities are to be left in a clean and tidy state; the Council reserves the right to apply a cleaning fee to the hirer if the venue requires additional cleaning. Breakages of any equipment must be paid for by the hirer. Council reserves the right to refuse hire of the venue, at the discretion of the Manager, Library Services.

Where available kitchen facilities are available for the hirer to access; however, tea, coffee or other catering is not provided.

Configuring tables, chairs etc in the venue is the responsibility of the hirer, and upon

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