



**Title:** Library Services – Meeting Rooms Use

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**Related legislation:**

**Related policies:** Library Service – Conditions of use  
Library Service – Customer exclusion

**Related procedures:**

**Related forms:** Meeting Room Booking Form

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## 1. Purpose

The purpose of this policy is to outline the code of use relating to the use of meeting rooms at Campsie Library by Community Groups and Organisations.

## 2. Objectives

The objective of this policy to allocate access to meeting room resources in a fair and transparent manner.

Our aims in implementing this policy are to outline the code of use for the meeting rooms at Campsie Library in relation to:

- Access
- Bookings
- Insurance and Liability
- Care and Conduct
- Facilities
- Equipment
- Occupational Health and Safety

## 3. Scope

This policy applies to all Community Groups and Organisations using the Meeting Room/s at Campsie Library.

## 4. Definitions

**“Meeting Room One”** - Refers to the meeting room adjacent to the staff room at Campsie Library

**“Meeting Room Two”** – refers to the space allocated for the Youth Audio Visual Technology area – *The Chill Zone*

**“Full Room”** – refers to Meeting Room One and Two

**“Community Group”** - refers to a local Not for Profit group with a majority of members residents of the City of Canterbury.

## 5. Principles

The primary purpose of the meeting rooms is to provide space for the library to hold meetings and library programs.

A secondary purpose is to provide a meeting space for local community groups and organizations. These must be based within the Canterbury Local Government Area and be non profit organizations with a majority of members being residents of the City of Canterbury.

Priority will be given to groups and activities that are compatible with and complimentary to the library’s role and objectives. Eligibility includes:

- Local resident community groups / organisations conducting meetings.
- Local resident community groups / organisations conducting educational, civic or cultural programs such as information seminars, training workshops, etc.

- Student study groups.

The meeting rooms may only be used when the library is open and meetings must disperse no later than 10 minutes before closing time.

When Meeting Room One is not being used for library programs and has not been booked for use by a community group it may be used as a quiet study area by other library users.

In normal operating circumstances, Meeting Room Two operates as a Youth Audio-Visual Technology Room (The Chill Zone) from 3.00pm Monday to Friday and on weekends.

## 6. Facilities

### Full Room (Meeting Room 1 and 2)

Maximum of thirty (30) people seated.

Availability: Monday to Friday - 10.00am to 3.00pm

Not available on weekends except under especially authorised circumstances.

### Half Room (Meeting Room 1)

Maximum of fifteen (15) people seated.

Availability: Monday to Friday - 10.00am to 7.50pm.

Saturday - 9.30am to 3.50pm.

Sunday - 2.00pm to 4.50pm

### Features

Full disabled access.

Available on request: Television with DVD / Video Player; White Board; Urn / Kettle

## 7. Conditions of Use

### 7.1 Access

- The meeting rooms are only available during normal library opening hours.
- The meeting rooms are only to be used for educational, civic or cultural programs that will benefit the people of the City of Canterbury.
- Library and Council activities have first preference over the use of the meeting rooms.
- No admittance fee may be charged or contributions solicited. No charges or sale of goods for profit may be entered into on Council property.
- Approval to use the Full Room (Meeting Room One and Two) may be granted by the Manager of Library Services dependent on the number of participants in the particular group or activity. Generally, only applications for groups of more than 15 people will be approved for the Full Room, subject to the room's availability.

## 7.2 Bookings

- Applications for usage of the meeting rooms must be made on the Campsie Library Meeting Room Booking Agreement form provided.
- Bookings requiring use of the Full Room require booking of both Meeting Room One and Meeting Room Two.
- Application forms must be submitted at least one day before a meeting room is required.
- The booking is not considered confirmed until the completed Campsie Library Meeting Room Booking Agreement form has been approved and signed by the Manager of Library Services or an appointed delegate (Client Services Co-ordinator or Support Services Co-ordinator).
- 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 other applicants.
- In circumstances where regular use of the meeting room is approved, this will be reviewed annually. Renewal will be dependent upon the general needs of the library service, regular library programming and equity of access.
- Requests to book the Full Room outside the hours of normal availability can be made in writing to the Manager Library Services. Such requests will only be granted for special events or occurrences and only if it is considered there will be no adverse effect to any of the library's regular operations.
- Meeting times are to be strictly adhered to so as not to inconvenience other users or delay the closing of the library.
- Council reserves the right to refuse bookings at its discretion.

## 7.3 Care and Conduct

- The signatory is responsible for the conduct of those using the meeting rooms and adherence to this code of use.
- 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 rooms.
- Children are to be supervised at all times by a responsible adult.
- The rooms must be left in a clean and tidy state and groups should take with them any rubbish.
- Hirers will be responsible to make good, payment for any damage or loss to the rooms or equipment during the period of their booking.
- People using the meeting rooms are subject to the *Library Services – Conditions of Use* policy. Non compliance may result in suspension/ termination of the use of the room.

#### **7.4 Insurance and Liability**

- It is recommended that all community groups and organisations using the room take out and maintain their own Public Liability Insurance. Failure to do so may leave the person or group entering into this agreement personally liable for any and all costs incurred.
- 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/function.

#### **7.5 Facilities**

- No kitchen facilities are available. Food and drink may be served within the meeting rooms only. Hot food and drink may not be consumed in the meeting room by study groups.
- The sale or consumption of alcoholic beverages on the premises is prohibited.
- No storage can be provided in the rooms and regular users are required not to leave any of their belongings on the library premises. Council will not assume any responsibility for any such belongings left on the premises.

#### **7.6 Occupational Health and Safety**

- There must be access to the fire exit door and fire extinguisher at all times.
- Activities in the rooms must be compatible with the in-library location and not contravene the Theatres and Public Halls Act.
- The burning of incense and candles is not permitted.

#### **7.7 Equipment**

- Audio visual and other equipment provided by the library may be used on request within the meeting rooms only. The contact person will be responsible for the care of this equipment and it must not be removed from the room.

#### **7.8 General**

- The hirer shall not use the address of the library as their mailing address except by prior arrangement with Council or the Manager Library Services.
- The number of people attending must be reported for statistical purposes.
- The use of the meeting rooms does not constitute an endorsement by Council of any organization's policies or beliefs.
- No announcement, press release or flyer may state or imply that the group or meeting is sponsored or endorsed by the library unless the group has written approval for such action.

## 8. Responsibilities

- All Library Services staff have the responsibility of implementing this policy at Campsie Library.

## 9. Procedures

The *City of Canterbury Library Procedures Manual* is now due to be updated. Specific procedures for the implementation of this policy will be clearly outlined in the updated manual.

### 9.1 Complaints

- Any complaint / appeal will be dealt with in the first instance by the Team Leader, Administration.
- Complaints / appeals that cannot be resolved at this level will be referred to the Manager, Library Services.
- If the customer remains unsatisfied, they may write to:  
Mr. Jim Montague  
General Manager,  
Canterbury City Council  
PO Box 77 CAMPSIE NSW 2194

# Campsie Library Meeting Room Booking Agreement for Local Community Groups & Organizations

## Group / Organization Details

Name of Group / Organization: \_\_\_\_\_

Contact Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Nominated Representative: (please print) \_\_\_\_\_

**Please Note: the group / organization must be based within the Canterbury Local Government Area and the members of the group must be predominantly Canterbury residents.**

## Booking Details

Day & Date Meeting Room is Required: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Finishing Time: \_\_\_\_\_

Number of People: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Room Required: (please tick)

Meeting Room 1  
(Max 15 people seated)

Meeting Room 1 & 2  
(Maxi 30 people seated)

Facilities Required: (please tick)

Television with DVD / Video Player

White Board

Hot Water Urn / Kettle

I \_\_\_\_\_ as the nominated representative of:

do hereby declare that I have read the *Campsie Library Meeting Rooms Code of Use for Local Community Groups & Organizations* and undertake the responsibility to carry out the requirements contained therein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIVACY** Personal information requested by this form is required to provide you with adequate service and will only be used in connection with this service. The information is held by council and access is restricted to council officers and other authorised people. You may apply to access or amend the information. Refer to **Privacy** at [www.canterbury.nsw.gov.au](http://www.canterbury.nsw.gov.au) for details.