

PORT MACQUARIE-HASTINGS LIBRARY SERVICE

MEETING & TECHNOLOGY ROOMS USAGE POLICY

PRINCIPLES OF USE:

- The rooms are primarily for hire by community groups and organizations within the Port Macquarie-Hastings Council local government area.
- Priority will be given to activities that are compatible with and complimentary to the Library's role and objectives

DESCRIPTION OF ROOMS:

- Both rooms are air conditioned

Meeting Room -

- Seats up to 50 people conference style
- Has 5 fold down tables each seating 6-8 persons
- Kitchenette with urn, crockery/disposable cups, cutlery
- Interactive Multi-media Projector, Laptop, DVD player, TV and flipchart

Technology Training Room—

- 10 personal computers plus 1 laptop for the presenter
- Windows 10
- Data Projector (wall mounted)
- Internet access

Available on request

- 4 Laptops
- 4 Mac Books
- 10 Ipads

CONDITIONS OF USE:

1. Hastings Council holds a "Casual and Regular Hirers" policy to protect against public liability claims arising from the casual and regular hiring of specified Council facilities. The term "Regular Hirers" refers to those who hire the facility more than ten times per year. However important things to bear in mind in respect of this policy include:
 - Incorporated bodies, sporting clubs, associations of any kind or profit making/commercial activities are **not** covered under the policy. These types of groups should hold their own liability insurance. A *certificate of currency* of this insurance will need to be sighted before hiring the facility.
 - \$2,000 excess applies to each and every claim, which is payable by the hirer.
 - The insured limit of indemnity is \$10 million.
 - The policy only cover hirers of facilities that have been specified to our insurer. These facilities are primarily those that are managed by Council's *Section 355 Committees*.
 - Council must be notified immediately in the event of any incident that may result in a claim against the policy.



2. Activities in the rooms must be compatible with the in-library location and not contravene the Theatres and Public Halls Act
3. The Library Administration Officer will take bookings and issue necessary information to the nominated contact person.
4. Booking times should include any set up and clean up time required.
5. The hirer is responsible for payment of each booking and will be invoiced by council after the event. Fees are set out in Council's Annual Fees and Charges Library Facilities and are payable at the Council offices.
6. Audio Visual and other equipment is available and can be requested from the Administration Officer when making the booking. It is to be used within the rooms only. The contact person/meeting convener will be responsible for the care of this equipment.
7. The hirer will be required to set-up the meeting room and to leave the room as found. The hirer is also responsible for letting library staff know when they have finished and are vacating the room so that the room can be locked and equipment signed back in.
8. The rooms must be left in a clean and tidy state and groups should take with them any large amounts of rubbish (ie rubbish that won't fit in the bin provided). Failure to do so will mean the hirer being responsible for meeting the cost of restoring the rooms to their former state and automatic rejection of any future applications for use.
9. The nominated contact person must be responsible for hiring and for the conduct of people and activities in the rooms and to maintain 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 rooms.
11. 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/training.
12. License to consume liquor on the premises must be applied for through the Licensing Sergeant at the local Police Station.
13. No liquor is to be sold on the premises
14. Smoking is not permitted in the Library building
15. The burning of incense and candles is not permitted in the building
16. Food handling is to be confined to food previously prepared and the preparation and service of tea, coffee and light refreshments. Any equipment or utensils used are to be cleaned by the hirer and left in their former state.
17. Users will be responsible to make good payment for any damage or loss to the rooms or equipment during the period of their booking.
18. The rooms are available during normal Library trading hours (9:30am–6:00pm weekdays, 9:00am–12:00 noon Saturday). Bookings outside these times could incur either or both security opening and exit fee of \$33.00. The hirer will be billed directly by the security firm. Any bookings outside normal library trading hours will need to have Security pre-arranged prior to the actual booking. Please ensure that automatic door is locked on exit.
19. Before vacating the room the contact person responsible for hiring of facility must notify Library staff to enable room to be secured.



20. Regular yearly bookings need to be re-booked annually in writing however, no forward bookings will be accepted before the 1st July. There is no guarantee that the same days/times/room will be available the following year
21. The Meeting and Technology Training rooms may be viewed prior to making a booking during Monday to Friday—9:30am to 5:00pm, by appointment only.
22. No storage can be provided in the rooms and regular users are required not to leave any of their belongings on the Library premises unattended or on completion of that days booking. Council will not assume any responsibility for any such belongings left on the premises.
23. Council reserves the right to refuse bookings at its discretion
24. A minimum 1 hour charge applies to the hire of both rooms.

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.

SCHEDULE OF FEES AND CHARGES		
2016		
Room	<i>Hire Category</i>	
	Commercial Organisation rate	Hastings Schools & Community Organisations rate
Meeting room	\$13.64 + \$1.36 GST = \$15.00 per hour	\$9.09 + \$0.91 GST = \$10.00 per hour
Technology Training room - Includes use of equipment	\$32.18 + \$3.22 GST = \$35.40 per hour	\$12.73 + \$1.27GST = \$14.00 per hour
Technology Training Room - Excludes use of equipment	\$13.64 + \$1.36 GST = \$15.00 per hour	\$9.09 + \$0.91 GST = \$10.00 per hour
Both Room	\$45.45 + \$4.55 GST = \$50.00 per hour	\$18.18 + \$1.82 GST = \$20.00 per hour

PLEASE NOTE—Use outside Library hours will incur a fee for security entrance and lock up of facility and will be billed direct from Advance coast Security.

Fee is—\$30.00 + \$3.00 GST = \$33.00 (This is subject to advice from the security firm to the contrary)

Definition of NO-PROFIT organisation—Service, charitable, cultural & religious organization

