



Library Meeting Rooms Conditions of Hire and Use

1. Applications/Bookings

- 1.1. All application must be on the official application form.
- 1.2. All applicants must be aged 18 years or over.
- 1.3. Bookings are available for any time during library opening hours, but must end half an hour prior to closing.
- 1.4. Bookings will be accepted up to 12 months in advance.
- 1.5. Bookings will be accepted subject to availability. If an additional time or date needs to be added to the existing booking, the date(s) will also be subject to availability.
- 1.6. If additional time is required (outside of the approved booking) additional charges will be payable immediately, subject to the room's availability, or the room must be vacated.
- 1.7. Incorporated/Not for profit groups are required to provide a written request on an official letterhead (or email) of the requesting organisation to be eligible for the discounted rate.
- 1.8. Costs of hire are in accordance with the current City of Gosnells Schedule of Fees and Charges.
- 1.9. Cash/Cheque/EFTPOS and credit card (Master and Visa cards only) payments can be made in advance of the booked date in person at the library.
- 1.10. Payment for bookings must be made at the time of booking (casual/one-off bookings) or within fourteen (14) days of the booking being made (recurrent/block bookings).
- 1.11. The City of Gosnells reserves the right to refuse an application as per Local Government Act 1995, Part 3, Division 3, 3.1 (b).
- 1.12. City of Gosnells reserves the right to cancel any bookings. Such action would only be taken in the event of extreme necessity, as per Local Government Act 1995, Part 3, Division 3, 3.12.
- 1.13. Cancellation of any booking **must be made in writing** fourteen (14) days prior to avoid any financial penalty. Cancellations with less than 14 days' notice will incur the full rental fee as per the current Schedule of Fees and Charges.
- 1.14. Casual Booking cancellations with less than 48 hours' notice may incur the full rental fee as per the current Schedule of Fees and Charges.
- 1.15. Casual Booking cancellations with less than 48 hours' notice may incur the full rental fee as per the current Schedule of Fees and Charges.
- 1.16. The hirer may make an application, in writing, for a transfer to another date without forfeit depending on circumstances, cost and the availability of the room
- 1.17. The library reserves the right to refuse bookings for people that have cancelled or been 'no-shows' to three or more bookings.

2. Conditions for use of the room for free

- 2.1. Bookings that allow access to the function or activity by members of the community for free, may enable the room to be provided free of charge. Contributions by an individual to the hirer for tea and coffee expenses are considered acceptable and will not void this clause. Examples of past applications that have been accepted for free use include TaxHelp volunteer sessions, Transperth public consultation sessions, and community writers' groups.
- 2.2. Bookings for private purposes will not be approved for free use of the room. Examples of rejected applications include sessions where a fee is charged to attendees (e.g. private tutoring sessions), private meetings (e.g. a business conducting employment interviews), and where entry is by invitation only (e.g. staff meetings).



3. Hirers Responsibilities

- 3.1. The hirer is required to start and finish on time. Set up and clean-up is to be included within the time booked. Failure to do so will incur additional charges (see 1.6).
- 3.2. Any persons or organisations dealing with children MUST have a Working with Children card (see Criminal Record Checking Act 2004).
- 3.3. Hirers must show respect and common courtesy for other groups within the building or persons in nearby premises.
- 3.4. The hirer is responsible for the behaviour of all persons attending the function or activity.
 - 3.4.1. The behaviour of children will be the responsibility of the parents/guardians concerned.
- 3.5. The hirer must report all damage that has occurred either accidentally or maliciously to fixtures and fittings.
- 3.6. At the end of the booked time:
 - Leave the meeting room in a clean and tidy condition.
 - Mop up any spillage (a mop, bucket, sponges and brush can be provided).
 - Wipe tables and chairs and return them to the designated areas.
 - Place all rubbish in bins.
 - The hirer must remove all excess rubbish from the premises.
 - Make sure air conditioning and lighting are switched off.
- 3.7. Hirers are responsible for the insurance of their own equipment or supplies.
- 3.8. Hirers are responsible for any public liability in respect to their activity. Should an accident and/or injury occur in the hired venue as a result of the hirer's function and/or activity or general hire of the venue, the City of Gosnells cannot be held liable under any circumstances.
- 3.9. Under no circumstance can any function or activity held in City of Gosnells facilities be advertised on the Internet or social networks without the City's written permission.

4. City of Gosnells Responsibilities

- 4.1. The City of Gosnells will take every reasonable care and precaution to ensure that all utilities, services and equipment are in proper working order, but will not accept responsibility for breakdowns beyond its control.
- 4.2. The City of Gosnells will make every effort to provide the hirer with a clean and tidy facility.
- 4.3. The City of Gosnells is not responsible for any damage, theft or loss of items belonging to or the responsibility of the Hirer.

Disputes

Any disputes must be made in writing and marked to the attention of:

CEO
City of Gosnells
PO Box 662
GOSNELLS WA 6990



Library Meeting Rooms
Conditions of Hire and Use

Application received by (Library staff):..... Date Received:.....

This form must be completed and signed by the room user prior to use.

APPLICANT DETAILS

Name:.....

Organisation:.....

Position:.....

Contact Information

Email:.....

Phone/Mobile:.....

BOOKING DETAILS

Type of

Activity:.....

Approximately how many people are expected to attend your activity?

Adults:..... Children:.....

Date:..... To

Time:..... To

Equipment required: [] Chairs – Number..... [] Tables – Number..... []

Whiteboard

I agree to comply with the City of Gosnells' conditions of hire and use for the library meeting room.

Signed:..... Date:.....