



## 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 and will be subject to availability.
- 1.5. The City of Gosnells reserves the right to refuse an application as per Local Government Act 1995, Part 3, Division 3, 3.1 (b).

### 2. Cancellations

- 2.1. 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.
- 2.2. Cancellation of any booking **must be made in writing** fourteen (14) days prior to avoid any financial penalty as per the City of Gosnells schedule of fees and charges.
- 2.3. Casual booking cancellations with less than 48 hours' notice may incur the full rental fee as per the current Schedule of Fees and Charges.
- 2.4. 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
- 2.5. The City's Library Services reserves the right to refuse bookings for people that have cancelled or been 'no-shows' to three or more bookings.

### 3. Charges

- 3.1. Costs of hire are in accordance with the current City of Gosnells Schedule of Fees and Charges.
- 3.2. Cash/EFTPOS and credit card (Master and Visa cards only) payments can be made in advance of the booked date in person at the library.
- 3.3. 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).
- 3.4. 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.

### 4. Conditions for use of the room for free

- 4.1. 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. For example, community group and club meetings or public consultations conducted by other agencies (contributions by an individual to the hirer for catering expenses are considered acceptable and will not void this clause).
- 4.2. Bookings for private purposes will not be approved for free use of the room. For example: private tutoring sessions, business meetings, etc.

### 5. Hirers Responsibilities

- 5.1. 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).
- 5.2. Hirers must show respect and common courtesy for other groups within the building or persons in nearby premises.



- 5.3. The hirer is responsible for the behaviour of all persons attending the function or activity.
- 5.4. The behaviour of children will be the responsibility of the parents/guardians concerned.
- 5.5. 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.

## **6. Cleaning**

At the end of the booked time the hirer must:

- 6.1. Leave the meeting room in a clean and tidy condition.
- 6.2. Mop up any spillage (a mop, bucket, sponges and brush can be provided).
- 6.3. Wipe tables and chairs and return them to the designated areas.
- 6.4. Place all rubbish in bins.
- 6.5. The hirer must remove all excess rubbish from the premises.
- 6.6. Make sure air conditioning and lighting are switched off.
- 6.7. The hirer must report all damage that has occurred either accidentally or maliciously to fixtures and fittings.

## **7. Insurance and record checks**

- 7.1. Hirers are responsible for the insurance of their own equipment or supplies.
- 7.2. 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.
- 7.3. Any persons or organisations dealing with children **MUST** have a Working with Children card (see Criminal Record Checking Act 2004).

## **8. City of Gosnells Responsibilities**

- 8.1. 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.
- 8.2. The City of Gosnells will make every effort to provide the hirer with a clean and tidy facility.
- 8.3. 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:.....

(Staff scan and register this signed page, the original including the conditions should be retained until after the event has occurred. Provide a copy of the signed form to the user.)