

## MEETING ROOM AND OFFICE SPACE CONDITIONS OF HIRE/USE

### Booking the room – General Guidelines

1. Non-profit making Community Groups and Organisations may use Meeting Rooms and Office space free of charge. Business use is charged at the rate of \$20.50 per hour for a meeting room and \$15.50 for office space. Individual Library members may use the Meeting Room on a casual basis for study or quiet reading free of charge. These users are granted access on the understanding that they must vacate the space if a group and/or official booking is subsequently made by library staff.
2. It shall be at the discretion of the Gympie Regional Council to refuse to hire rooms, the Council shall have full power, to cancel bookings and direct the return of the hire fees. The hirer hereby agrees to accept the same and consent to cancellation and to have no claim for any loss.
3. The hirer/user shall be responsible to ensure that the meeting room is used in a proper, orderly and lawful manner. The hirer/user must also ensure that any person who behaves in a disorderly, offensive or improper manner is reported to Council staff.
4. When an application is made for what would be a dual booking, Council shall determine whether the application for the second booking is to be accepted. Regular hirers/users may be asked to give way to other bookings.
5. A tentative booking will remain valid until the booking is confirmed with the lodgement of a completed hire application form.

### Care and use of meeting room

1. A group or client using a meeting room may not make noise that disturbs another Library client or the Library staff.
2. A group or client using a meeting room must completely vacate the room by the Library's closing time.
3. A group or client must leave a meeting room in the condition in which the room was found.
4. The Library does not set up or arrange furniture or equipment in a meeting room.
5. If a group or client rearranges the furniture, the group or client must return the furniture to the original arrangement before leaving the room.
6. A group or client may not bring furniture or equipment from the main area of the library into a meeting room.
7. A group may bring its own furniture or equipment into a meeting room with approval by the Meeting Room Coordinator.
  - a) Arrangements for the use of such furniture or equipment must be made at the time the room is reserved.
  - b) Furniture or equipment must be removed at the end of the meeting.
  - c) A group or client may not store equipment, furniture, supplies, or personal effects in a meeting room or in the library before or after use.
8. A group or client may not leave rubbish in a meeting room. A group that has produced rubbish during a meeting must remove that rubbish from the library at the end of the meeting.
9. A group or client may not affix, tape, or fix with an adhesive any item to any part of a meeting room, including a wall, door, window treatment, or woodwork.
10. The library does not provide audio, video, or other equipment other than that which is already installed in the room.
11. A group or client must keep all doors unlocked at all times.
12. A group or client must use a public entrance for all access to and from the building, including all deliveries.
13. Attendance at a meeting is limited to the capacity of the individual meeting room. Seating or furniture may not be placed in the corridor outside the meeting room.
14. The consumption of food and drink is permitted in the meeting room.
15. Not all Gympie Regional Libraries have kitchen facilities, please check the room details for further information.
16. The individual making the reservation, as well as the group as a whole, is responsible for damages that result from the group's use of the meeting room.
17. A cleaning fee may apply if meeting rooms are not left in a satisfactory condition.

### Room Fees

**Business use**                    \$20.50 per hour (Meeting Room)  
    \$15.50 per hour (Office Space)

**Community Groups**        Free of charge

Community Groups include:

- Groups who can prove their not-for-profit status.
- Non-commercial groups or individuals who do not charge membership or attendance fees (apart from covering meeting room costs) and are not conducting a business or selling or promoting products or services.