

Gympie Library Meeting Room Hire Application Form

Applicants details

PRIVACY STATEMENT: Gympie Regional Council collects personal information where it is directly related to a function or activity of Council and where the collection of such information may be reasonably considered as necessary for that purpose.

Council will only use personal information for that purpose, and will not disclose it, or deal with the information in any way other than as permitted under the Information Privacy Act 2009.

Name of applicant	<input type="text"/>	<input type="text"/>
	(Surname)	(Given Names)
Name of organisation	<input type="text"/>	
Postal address	<input type="text"/>	
Email address	<input type="text"/>	
Phone	<input type="text"/>	<input type="text"/>
	(home)	(work)
		(mobile)
I hereby declare that the information I have provided herein is true and correct to the best of my knowledge.		
Signature	<input type="text"/>	date: <input type="text"/>

Use of meeting room

Specify the event you wish to conduct	<input type="text"/>		
If fundraising, provide details of project	<input type="text"/>		
Number of persons attending	<input type="text"/>		
Date/s of intended use	<input type="text"/>	to	<input type="text"/>
Time of intended use	<input type="text"/>	to	<input type="text"/>
Regular booking details (eg. every Wednesday)	<input type="text"/>		

Fees

Business use	\$20.00 per hour
Non-profit making Community Groups & Organisations	Free of charge

GYMPIE LIBRARY MEETING ROOM AND OFFICE CONDITIONS OF HIRE/USE

Booking the room – General Guidelines

1. Non-profit making Community Groups and Organisations may use the Gympie Library Meeting Room free of charge. Business use is charged at the rate of \$20.00 per hour.
2. Individual Library members may use the Meeting Room on a casual basis for study, quiet reading or one to one tuition, free of charge. Members must present their (current and valid) library card to library staff to gain access. Such casual users are granted access on the understanding that they must vacate the Meeting Room if a group and/or official

booking is subsequently made by library staff.

3. It shall be at the discretion of the Gympie Regional Council to refuse to hire rooms, the Council shall have full power, if it sees fit, 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.
4. The hirer/user shall be responsible to ensure that the Gympie Library 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.
5. 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.
6. A tentative booking will remain valid until the booking is confirmed with the lodgment 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. There are no kitchen facilities in the meeting room and no equipment is provided by the library.
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.

Office use only:

Finance code – W705.0001.0137

Date:.....