

## Tin Can Bay Library Meeting Room and Offices Hire Application Form

<b>Application is for:</b>		<input type="checkbox"/> Tin Can Bay Library meeting room	<input type="checkbox"/> Tin Can Bay Library office	
<b>Applicant details</b>  <small>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.</small>	Name of applicant	<input type="text"/>	<input type="text"/>	
	Name of organisation	<input type="text"/>		
	Postal address	<input type="text"/>		
	Email address	<input type="text"/>		
	Phone/mobile	<input type="text"/>	<input type="text"/>	
	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"/>
<b>Booking details</b>	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" value="/"/>	to	<input type="text" value="/"/>
	Time of intended use	<input type="text" value=": am/pm"/>	to	<input type="text" value=": am/pm"/>
	Regular booking details (eg. every Wednesday)	<input type="text"/>		
<b>Special arrangements</b>	Include details of items to be stored in the office or meeting room. (This will be subject to the approval of the Libraries Manager.)			
<b>Fees</b>	<b>Non-profit making Groups &amp; Organisations</b> <b>Business Use</b> Meeting Room Office Space		<b>Free of charge</b> \$20.00 per hour \$15.00 per hour	
<b>Keys</b>	A key can be issued when after-hours access to the building is required. Groups will be issued one key which is to be returned to the Tin Can Bay Library when no longer required.			
<b>Tea &amp; coffee</b>	The kitchen has a supply of tea/coffee/sugar/milk. A charge of \$1.50 per cup applies. Payment to be left in the money box provided.			

### **TIN CAN BAY LIBRARY MEETING ROOM AND OFFICE CONDITIONS OF HIRE/USE**

#### **Booking the rooms – General Guidelines**

1. Non-profit making Community Groups and Organisations may use the Tin Can Bay Library meeting room and office space free of charge.
2. Individual Library members may use the meeting room or office space 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 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 and the Council shall have full power, if it sees fit, to cancel bookings and return 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 shall be responsible to ensure that the room is used in a proper, orderly and lawful manner. The hirer 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 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.
7. The hirer shall comply with the Fire Safety Regulations relating to the use of public buildings and shall not place equipment, furniture or fittings in a position that paths to exits, exit doors and firefighting equipment are blocked.

#### **Care and use of 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 must leave a meeting room in the condition in which the room was found.
3. The Library does not set up or arrange furniture or equipment in a meeting room.
4. If a group or client rearranges the furniture, they must return the furniture to the original arrangement before leaving the room.
5. A group or client may not bring furniture or equipment from the main area of the library into a meeting room.
6. A group may bring its own furniture or equipment into a meeting room with approval by Library Staff.
  - 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 the meeting room
  - d) Limited storage is available for groups to use by arrangement with library staff.
  - e) Council is not responsible for any lost, damaged or stolen items.
7. A group or client may not leave rubbish in a meeting room. Rubbish that is produced during room use must be removed from the library at the end of the meeting.
8. 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.
9. The library does not provide audio, video or other equipment other than that which is already installed in the room.
10. A group or client must keep all doors unlocked at all times.
11. 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.
12. It is the responsibility of hirers to clean all tables and chairs and remove any rubbish from the building. A vacuum cleaner is provided for groups to vacuum carpets if necessary. Should a hirer not comply with the requirements of this condition of hire, the work will be carried out by the council cleaners at the hirer's expense.
13. The consumption of food and drink is permitted in the meeting room.
14. The hirer shall be fully responsible for restoring the kitchen to a clean, hygienic condition. This includes wiping down bench tops and fittings, sweeping the kitchen floor and removal of all food scraps. All food scraps are to be wrapped or placed in plastic bags before being deposited in the refuse bins.
15. Should the kitchen or any cutlery/crockery be left in an unsatisfactory condition, the hirer will incur an additional charge for the cleaning of the same.
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 – W731.0001.0137**

**Date:.....**