

Melbourne Library Service Meeting Room Terms and Conditions

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1. Purpose

The purpose of the Venue Hire terms and conditions is to set out guidelines for the hire of library facilities to the public. Charges vary according to size and venue.

- 1.1. North Melbourne has one meeting room for hire.
- 1.2. East Melbourne has one meeting room for hire.
- 1.3. City Library has two meeting spaces for hire:
 1. Group Study Room for up 12 people
 2. Community Gallery

Please note that Gallery hire and use is subject to specific conditions.

2. Terms and conditions

2.1. Use of facilities

Library facilities may be used for purposes such as meetings, community education programs, fund-raising activities by community groups, seminars, conferences, training programs, digital film screenings (subject to copyright provisions) or other cultural events or celebrations. **Facilities may not be used for private functions or parties.**

2.2. Melbourne Library Service membership – a mandatory requirement

Individuals and organisations booking our facilities must register as members of Melbourne Library Service. This can be done in the library or online at www.melbournelibraryservice.com.au. Keys for meeting room hire are loaned through the Aurora Library Management System, requiring presentation of a library membership card.

2.3. Hours usage

- City Library facilities can be used during library hours of operation only.
- East Melbourne library meeting room can be used outside library hours only.
- North Melbourne library meeting room can be used both during and outside library hours of operation.

Refer to the Melbourne Library Service website for hours of operation. [Hours of operation](#)

2.4. Display of material

Content and placement of any material to be displayed in a library facility by any group must be approved prior to the date of display by the relevant Melbourne Library Service team leader. Groups may only display material in areas specifically established for this purpose. All material attached to doors, windows etc. must be removed before leaving the library after a booking.

2.5. Storage of material is not allowed

Material may not be stored at a library as there are no storage facilities.

2.6. Publicity

Any publicity circulated by meeting room users should clearly state the name and contact details of the group running the activity and give the library meeting room **as the location only**. This includes advertisements or community notices placed in local papers. Any publicity must clearly indicate that the library is the venue and not the host of these external activities, unless by prior agreement.

2.7. Promotion and other costs are not the responsibility of Melbourne Library Service

2.7.1. Melbourne Library Service is only responsible for providing the venue. It is not responsible for promoting the event or the activity. This is the responsibility of the organisation booking the venue.

2.7.2. Melbourne Library Service is not responsible for any incidental costs such as catering, equipment hire or payment of staff.

2.8. Bookings

2.8.1. Long term bookings

Long term means multiple bookings which are for 6 months duration. Applications for long term bookings are taken in November and May each year for the following six-month period.

2.8.2. Short term bookings

Short term bookings are for less than 3 months. Applications for short term bookings may be taken at any time of the year.

2.8.3. Casual booking

Casual use is one-off bookings, either in advance or on the day. Applications for casual use bookings are taken at any time of year

2.8.4. The Melbourne Library Services Manager and/or Library Branch Team Leader have the authority to accept, renew or reject requests for use of meeting rooms. The Library Services Manager and/or Library Branch Team Leader may limit meetings for any particular organisation, in order to promote the accessibility of the meeting rooms to a wide variety of organisations. Library-sponsored groups such as book groups will have first priority.

3. Hire rates for Melbourne Library Service Meeting Rooms

Venue	Commercial Rate	Community/Not for Profit Rate
	\$ Per hour	\$ Per hour
City Library Group Study room	39	6.40
East Melbourne Library Meeting Room	31.70	6.40
North Melbourne Library Meeting room	31.70	6.40

4. Payments

Tax invoices/receipts will be supplied for all bookings. Payment of fees can be made prior to, or on the day of each booking, by cash, cheque or EFTPOS. Cheques must be made payable to City of Melbourne.

5. Penalties

A range of penalties are in place for the following:

5.1. Cancellation.

Meeting room users are required to give 48 hours notice if they cancel their booking. Repeated cancellations may result in the decision to no longer accept bookings from those hirers.

5.2. No show or less than 48 hours' notice

Venue hire fee will still apply and may result in the decision to no longer accept bookings from these hirers

5.3. Loss of meeting room key

Hirer will be charged for the replacement and administrative/processing fees incurred due to the loss

5.4. Cleanliness

Rooms must be left clean and tidy for the next Meeting Room users. Furniture and equipment is to be returned to where they were found. Crockery washed, dried and returned to storage cupboard. Charges will apply for non-compliance.

5.5. Damage to library property

Hirer will be charged for the repair or replacement of damaged property.

6. Security

Users have swipe cards, security codes and keys to enable access to the meeting rooms at North and East Melbourne libraries. Keys must be collected and loaned-out during library opening hours at least one hour prior to the library closing. This will allow a library staff member to show the user how to open and close the Library. Keys must be returned to the library the following day. Fines will be charged for late return of keys.

7. Occupational health and safety

- 7.1. Each group must have a designated person who is familiar with evacuation procedures for the branch library at which a meeting is held.
- 7.2. Any hazard, incident or injury to people should be reported within 24 hours to the branch library at which a meeting is held. Contact details are supplied with keys.
- 7.3. In the event of an injury or condition requiring an ambulance, contact the emergency number supplied with the key as soon as possible and before leaving the site.
- 7.4. Any hazard or damage to property should be reported within 24 hours to the branch library at which a meeting is held. Contact details are supplied with keys.
- 7.5. Emergency call outs as a result of the hirer's negligence will be the hirer's responsibility.

References

[Community Meeting Room Policy](#)