

Venue Hire Policy

Policy Owner	City Library/Resource Management Team Leader
Issue Date	January 2008
Last Revised Date	June 2010
Next Review Date	November 2010

1. Purpose

The purpose of the Venue Hire policy is to set out guidelines for the hire of library facilities to the public.

2. Definitions

For the purposes of this policy and procedures, the following definitions apply:

- *City of Melbourne* means Melbourne City Council.
- *Commercial* means for-profit organisations, businesses or any groups which charge fees for the activities held. This includes private, local, state and federal government bodies and community organisations that receive government funding that do not have a local context. It also includes not-for-profit organisations who receive government funding. Not-for-profit organisations that receive City of Melbourne funding through the Arts or Community Services Grants are eligible for community use sponsorship.
- *Community use sponsorship* means reduction in hire fees through subsidisation.
- *Community with council links* means groups convened or coordinated by City of Melbourne officers. Library meeting rooms are not considered part of the Council staff meeting facilities because they are primarily for public use. Therefore use by City of Melbourne must be considered in the context of public demand.
- *Community with library links* means groups whose activities have clear links to the library, such as Library sponsored book groups, resident groups or historical societies.
- *Community (all others)* means community-based groups, who do not charge fees for the activities held in the Library facility, and/or are registered as a not-for-profit organisation.
- *Library* means a library belonging to, or under the control or management of City of Melbourne and includes the buildings, rooms, offices, passageways, staircases, foyers, meeting rooms, adjacent entrances and sanitary facilities of City, East Melbourne and North Melbourne libraries and library facilities at Docklands Hub.
- *Long term booking* means a booking of three months minimum and six months maximum.
- *User* means any person, whether or not a member, who visits a library for the purpose of using any library resources and/or facilities.
- *Member* means any user who has fulfilled the requirements for membership of the Library and has a current membership card.
- *Authorised staff member* means any person officially employed by City of Melbourne in the library.

3. Strategic focus

Melbourne Library Service has a number of venues and facilities that are available for hire by residents, community and other groups within the City of Melbourne. While it is possible for non-residents and groups based outside the City of Melbourne to book

Melbourne Library Service Policy



these venues, the primary focus and preference is given to supporting the local community.

4. Pricing

A single pricing structure is applied to the hire of venues in Melbourne Library Service branches (see Attachment A). A Community Use Sponsorship formula may be applied to provide a reduced rate (see 5.1. Eligibility Criteria)

Venue hire fees are reviewed and approved annually by Melbourne City Council as part of the annual budget process. All fees and charges are publicly advertised thirty days prior to implementation.

5. Community use sponsorship

Individuals and organisations may apply for sponsorship to subsidise the cost of venue hire under a community use hire scheme that has the same guidelines as Council's Community Use of Town Hall Scheme.

5.1. Eligibility criteria

The organisation or individual applying for sponsorship for subsidised venue hire must meet the following requirements:

- Be a not-for-profit constituted organisation or a local community organization,
- Be based in the City of Melbourne or provide services or benefits to the City of Melbourne community,
- If the event is a fundraiser the organisation must hold Deductible Gift Recipient status,
- Must offer free access or cost recovery charge only to all attendees, and
- Must offer free access to carers of people with disabilities who require essential support, in accordance with the Disability Discrimination Act 1992.

Additionally, the event or activity must meet at least one of the following criteria:

- Contribute to community building through activities that focus on skill development, fundraising and celebrating diversity,
- Build on informal and formal networks to strengthen relationships,
- Facilitate responses to current social issues and needs through forums, focus groups and workshops,
- Provide opportunities to promote balanced debate and discussion on social issues, and
- Have a direct link to programs and activities provided by Melbourne Library Service.

6. Scope

The policy covers the hire of library meeting rooms to the public. Charges vary according to size and venue.

6.1. North Melbourne has 1 meeting room for hire.

6.2. East Melbourne has 1 meeting room for hire.

6.3. City Library has 2 meeting spaces for hire:

1. Group Study Room for up 12 people
2. Community Gallery

Melbourne Library Service Policy



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

7. Policy

7.1. 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.**

7.2. 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, thus requiring presentation of a library membership card.

7.3. Out of hours usage

The meeting rooms at North and East Melbourne libraries can be used outside library hours of operation. City Library facilities can only be used during library hours of operation. Refer to Attachment A for details of those hours.

7.4. Display of material

Any display of material by any group must be approved beforehand by the relevant City of Melbourne 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.

7.5. Storage of material is not allowed

No material may be stored at a library as there are no storage facilities.

7.6. 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 does not host these external activities, unless by prior agreement.

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

7.7.1. 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.

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

7.8. Timing of Bookings

A minimum of 15 minutes will be allowed between bookings. This will allow time for the previous group to leave and the next group to set up.

7.9. Long Term Bookings

7.9.1. The minimum long term booking is three months.

7.9.2. The maximum long term booking is six months.

All groups who want long term bookings must submit their meeting room booking requests for the following six-month period in November for January-June and in May for July-December of each year. Decisions about long-term bookings will be made at the end of May and November and groups informed within two weeks.

7.9.3. The Library Services Coordinator and/or Library Team Leader have the authority to accept, renew or reject requests for use of meeting rooms. The Library 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.

7.10. Other sponsorship arrangements

Long-term sponsorship arrangements should be referred to the Library Services Coordinator for approval. A sponsorship agreement may be drawn up, outlining a fees schedule and specific terms and conditions. These arrangements will be reviewed on an annual basis in November.

7.11. Payments

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. Tax invoices are supplied for all payments.

7.11.1. Security deposits

- All users are required to pay a deposit as outlined in Attachment A, except for users of the City Library group study room. The deposit covers, but is not limited to, any charges associated with responding to alarms or leaving the Library in a condition which requires extra cleaning.
- Long-term bookings for security deposits must be paid at the beginning of, and will be refunded (if all conditions have been met) at the end, of each booking period.
- Deposits can be made by cash, cheque or EFTPOS. Cheques must be made payable to City of Melbourne. Deposits are refunded through the City of Melbourne finance system and will take up to thirty days to be processed.

7.11.2. Penalties

A range of penalties are in place for the following:

- 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.
- No show: forfeiture of the venue hire fee from deposit
- Loss of meeting room key: Forfeiture of deposit
- Damage to library property: Forfeiture of deposit

7.12. Security

Melbourne Library Service Policy



Users have 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 (see Attachment A). Breaches of security may result in loss of the security deposit.

7.13. Occupational health and safety

- Each group must have a designated person who is familiar with evacuation procedures for the branch library at which a meeting is held.
- 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.
- 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.
- 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.

References

DM # 5584706 – Meeting Room Procedure (North & East Melbourne Libraries)
DM # 5572234 – Meeting Room Enquiries Flow Chart
DM # 5585304 – Meeting Room Procedure (City Library)
City Library Gallery Conditions of Use
<http://www.melbournelibraryservice.com.au/pdf/exhibitionapplication.pdf>

Melbourne Library Service Policy

Melbourne Library Service
Venue Hire Guide

Attachment A

Venue	Charge	Booking Hours	Comments
East & North Melbourne Libraries	Per hour \$33.00 Per day \$220.00 Community use sponsorship rate: Per hour \$5.50 Per day \$33.00 Security deposit \$88.00**	East Melbourne Mon, Wed, Thur: 7am to 9.30am, 5.15pm to 10.45pm Tues: 7am to 12.30pm, 7.15pm to 10.45pm Fri: 7am to 12.30pm, 5.15pm to 10.45pm Sat: 7am to 9.30am, 4.15pm to 10.45pm Sun: 7am to 1.30pm, 5.15pm to 10.45pm North Melbourne Mon, Thur: 7am to 9.30am, 5.15pm to 10.45pm Tues: 7am to 9.30am, 7.15pm to 10.45pm Wed: 7am to 12.30pm, 7.15pm - 10.45pm Fri: 7am to 12.30pm, 5.15pm to 10.45pm Sat: 7am to 9.30am, 4.15pm to 10.45pm Sun: 7am to 1.30pm, 5.15pm to 10.45pm Other hours by agreed arrangement only.	Bookings include kitchenette facilities and standard AV equipment held at the branch.
City Library	Per hour \$45.00 Per day \$245.00 Community use sponsorship rate* Per hour \$4.50 Per day \$23.00 No charge for CAE staff and student groups	Mon-Thurs: 9am to 7.45pm Fri: 9am to 5.45pm Sat: 11am to 4.45pm Sun: 12.00pm to 4.45pm	Includes television/DVD.
*See 5. Community Use Sponsorship and 5.1. Eligibility Criteria **See 7.11.2 Penalties			