



Gladstone City Library Meeting Room

Details for use

The Gladstone City Library Meeting Room is located at Gladstone City Library, 39 Goondoon Street Gladstone. The library car park is accessible from Central Lane.

Bookings are essential and can be made at the loans desk of the Gladstone City Library or by phone on 07 49766400. Signed forms can be faxed to 07 49766466 or emailed to library@gladstonerc.qld.gov.au.

The meeting room has a seating capacity of 50 with 6 tables. Basic meeting room facilities are free of charge to Category One users and a fee applies to Category Two users. The Data Projector is free of charge for all categories within the meeting room. The library does not provide computers for use within the meeting room.

Category One:

Not-for-Profit community groups & Gladstone Regional Council **No fee applies**

- * Recurring bookings may be made in advance for a twelve months period
- * Bookings are for once a month only
- * Reapplication for ongoing bookings is the responsibility of the organisation
- * General terms and conditions apply
- * Charges will apply if room is not left clean and tidy.

Category Two:

Other groups or organisations **Fee Applies**

- * Recurring bookings may be made in advance for a twelve months period
- * Bookings are for once a month only
- * General terms and conditions apply
- * Charges will apply if room is not left clean and tidy
- * Fees must be paid at least 24 hours prior to room use (unless otherwise arranged)

Room Hire Rate:

\$30 Hourly
\$60 Half day/evening
\$100 Full day

Meeting Room hours:

The Meeting Room may be used between the hours of 8.00 am and 11.00 pm (unless, in exceptional circumstances, approval for extended hours has been granted). Access to the library is not permitted outside normal library hours.

General terms and conditions

1. Failure to notify the Library of bookings not required may result in automatic cancellation of any future bookings.
2. Usage (or hire) of the Community Meeting Room entitles the User to the use of the standard furniture, equipment, and kitchen facilities contained in the room.
3. The meeting organiser is responsible for ensuring the meeting room is left clean, tidy, and secure and that furniture and equipment are returned to their original positions.
4. All tea, coffee, milk, food, etc. must be provided by the user.
5. After use of the Meeting Room's kitchen facilities, all cutlery and crockery are to be washed and replaced in the correct storage area.
6. Meeting times are to be adhered to strictly, so as not to inconvenience other users.
7. It is the responsibility of the meeting organiser to arrange publicity.
8. Children accessing the Community Meeting Room must be supervised.
9. No smoking is permitted at any time in the Community Meeting Room or terrace area.
10. The meeting organiser accepts responsibility for any damage caused to the Community Meeting Room and its furniture and equipment, as well as for the cost of additional cleaning and security call-out if required.
11. Gladstone Regional Council accepts no liability for the loss of, or damage to, users' own possessions in the Community Meeting Room.
12. Users are not permitted to store their possessions in the Community Meeting Room.
13. Noise must be kept to acceptable levels.
14. The access key must be collected on the day of the meeting and returned the same day. Users collecting the access key are required to learn security procedures from Library staff. Key collection times - Monday to Friday 9am-5.30pm, and Saturday 9am-3:30pm.
15. Failure to meet the terms and conditions may result in cancellation of future bookings.
16. The Library reserves the right to cancel bookings under special circumstances.
17. The Library reserves the right to accept or refuse any or all applications.
18. Bookings are not confirmed until the meeting room contract has been signed by an official representative prior to the booking date.
19. The placement of advertising material in Library Square is a breach of Local Law No. 11 (Advertising) and will not be permitted.
20. The library car park has a maximum of three hours free parking.

Gladstone City Library Meeting Room Agreement 2017

Organisation / Group Using Meeting Room.....

Meeting Organiser:.....

Address:.....

Phone Number:..... Fax Number:.....

Email:

User Category (please tick):

Category One User (Non-profit Community Group or Gladstone Regional Council)

Category Two User (Other Group or Organisation) fees apply
(if requiring an invoice, please supply a Purchase Order Number)

Purchase Order Number: _____

I.....

on behalf of (name of Group)

have read the Meeting Room Terms and Conditions and agree to abide by them.

(This includes pre-payment, where applicable, for the use of the Meeting Room facilities and an undertaking to make any subsequent payments – e.g. for additional cleaning or security call-out - as detailed in Terms and Conditions. Please note fees may increase from July 1st, without notice.)

Meeting will commence at and finish at.....

on/...../.....

Subsequent meeting dates for the year if required

.....

Meeting Organiser

Library Manager (or representative)

Signature.....

Signature.....

Date/...../.....

Date...../...../.....

The Gladstone Regional Council is collecting your personal information to process your Library Meeting Room Agreement form. The information will be only accessed by authorised council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.