

DETAILS FOR USE

The Gladstone City Library Meeting Room is located at 39 Goondoon Street, Gladstone. The library car park is accessible from Central Lane and provides three hours of free parking.

Bookings are essential and can be made in-person at Gladstone City Library, by phone on 07 49766400, or by emailing library@gladstone.qld.gov.au. All bookings require a completed and signed Meeting Room Agreement form. All bookings are tentative until a signed form has been received and approved by library staff. Tentative and confirmed bookings can be cancelled if the applicable fee is not paid at least twenty-four hours prior to the booking commencement. Signed forms can be delivered in-person, faxed to 07 49766466, or emailed to library@gladstone.qld.gov.au.

Please note: If you require an invoice before paying the fee it could take approx. four (4) weeks to arrange.

The meeting room has a capacity of 50 and has chairs and 6 tables. The Data Projector is free of charge for all meeting room bookings. The library does not provide computers for use within the meeting room, but you can connect a laptop to the projector.

There are two categories of bookings for the meeting room.

Category One:

Not-for-Profit community groups & Gladstone Regional Council **Free**

Category Two:

Other groups or organisations **Fee applies**

Note: 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

General booking conditions for both categories:

- 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 (see page 2).
- Charges will apply if room is not left clean and tidy.

Meeting Room Hours:

The Meeting Room may be used between the hours of 8.00 am and 11.00 pm (unless approval for extended hours has been granted, due to exceptional circumstances). 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. Failure to meet the terms and conditions may result in the cancellation of future bookings.
3. The Library reserves the right to cancel bookings under special circumstances.
4. The Library reserves the right to accept or refuse any or all applications.
5. Bookings are not confirmed until the Meeting Room Agreement form has been signed by an official representative.
6. Fees are due at least 24 hours prior to the commencement of the booking. The Library reserves the right to cancel confirmed bookings if payment is not received.
7. The access key must be collected on the day of the meeting and returned the same day. The person collecting the access key must learn security procedures from Library staff. Key collection times are Monday to Friday 9 am – 5.30pm, and Saturday 9 am – 3.30pm.
8. The Library car park, accessible from Central Lane, has free parking limited to a maximum of three (3) hours.
9. Booking times are to be adhered to strictly, so as not to inconvenience other users.
10. Noise must be kept to levels acceptable to library staff, patrons, and neighbours.
11. Children must be supervised in the meeting room.
12. No smoking is permitted at any time in the meeting room or terrace area.
13. Usage (or hire) of the meeting room includes the use of the standard furniture, equipment, and kitchen facilities contained in the room.
14. All tea, coffee, milk, food, etc. must be provided by the user.
15. After use of the meeting room's kitchen facilities, all cutlery and crockery are to be washed and replaced in the correct storage area.
16. The person who signed the form is responsible for ensuring the meeting room is left clean, tidy, secure, and with the furniture and equipment returned to their original positions.
17. The person who signed the form accepts responsibility for any damage caused to the meeting room and its furniture and equipment; as well as for the cost of additional cleaning and security call-out if required.
18. Gladstone Regional Council accepts no liability for the loss of, or damage to, attendees' possessions in the meeting room.
19. Attendees are not permitted to store their possessions in the meeting room.
20. It is the responsibility of the booking/meeting organiser to arrange publicity.
21. The placement of advertising material in Library Square is in breach of *Subordinate Local Law no. 1.4 (Installation of Advertising Devices) 2011* and will not be permitted.

MEETING ROOM AGREEMENT

DETAILS OF ORGANISATION/GROUP USING MEETING ROOM

Organisation/Group Name:

Meeting Organiser:

Address:

Phone Number: Email:

USER CATEGORY (please tick)

Category 1 (Non-profit community group or Gladstone Regional Council)

Category 2 (Other group or organisation) – *Please note that fees apply*

BOOKING DETAILS

Date: Start Time: Finish Time:

Subsequent dates for the year (if applicable)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ACKNOWLEDGEMENT AND SIGNATURE

I, (print name)

as the representative of the organisation/group mentioned above, have read and understood the Gladstone City Library Meeting Room General 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 the General Terms and Conditions. Please note that fee increases may apply from 1 July each year without notice.

Signature: Date:

GLADSTONE CITY LIBRARY OFFICE USE ONLY

Calendar Completed: Booking Confirmed:

Library Representative:

Signature: Date:

The Gladstone Regional Council is collecting your personal information to process your Gladstone City 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.