

Libraries ACT Community Rooms and Learning Facilities Hire Policy

July 2012

1 Purpose

The purpose of this policy is to ensure that the hire of community rooms and learning facilities in library complexes are consistent with the vision and objectives of Libraries ACT, Territory and Municipal Services and ACT Government.

2 Scope

The policy covers a variety of room categories including meeting rooms, training rooms and conference facilities. It does not include open spaces within library precincts or exhibition spaces. The policy must align with approved Territory and Municipal Services fees and charges for room hire.

3 Definitions

Term/Abbreviation	Definition
Hirer	Person/s making the booking, arranging payment
Community group	Unfunded, unincorporated group of individuals with community based interests.

4 Principles/Objectives

- 4.1 The ACT Government makes community rooms and learning facilities available in the public libraries to facilitate community learning, literacy, economic development and social inclusion.
- 4.2 All bookings for library community rooms must be able to demonstrate a learning outcome for the community. This may be a formal or informal learning opportunity.
- 4.3 Priority is given to activities open to the broader community and supporting social inclusion.
- 4.4 The library community rooms are not available for private parties or functions.

5 General guidelines

Please see the Community Rooms and Learning Facilities: Conditions of Use

6 Responsibilities

- It is the responsibility of the hirer to ensure that the conditions of use are adhered to by members of their group.
- Library staff will be responsible for ensuring that the paperwork is correctly filled out.
- The final decision relating to use of the room will be the responsibility of the Senior Librarian and the Operations Manager.

7 Review

This document will be reviewed every 12 months.

8 Enforcement of this Policy

The Operations Manager of Libraries ACT will ensure that this policy is adhered to.

9 Related documents

- Community Room and Learning Facilities Conditions of Use.
- Room Hire Application.

10 Privacy statement

Libraries ACT will not disclose personal information to a third party without the individual's knowledge and consent, except when we are legally required to do so. The library's Privacy Policy is available if you wish to read it before completing your booking.