



ACT
Government

LIBRARIES ACT

Libraries ACT Community Rooms: Conditions of Use

1. Bookings

1.1. Making Bookings

All room hirers enter into an agreement with Libraries ACT using a bookings form and/or other venue booking mechanism. It is at the discretion of Libraries ACT as to whether applications are successful based on suitability of the proposed use, alignment with the Libraries ACT Community Room Hire Policy and the availability of suitable rooms at time of application.

While priority of use may be given to Libraries ACT programs and activities, and organisations and groups demonstrating a learning outcome for the community, bookings are generally managed on a 'first in' basis. Booking requests will be managed to ensure that no individual, group or organisation has exclusive use of community rooms, and that resources are shared equitably.

Hirer's must advise their user category at the time of booking. User categories are outlined on the Libraries ACT website. Failure to provide accurate information can result in loss of future access.

All community room bookings must be made online via the Libraries ACT website. Library staff can aid in completing booking applications.

Hirers must be a Libraries ACT member. Exceptions to this may be granted for interstate users, or individuals booking on behalf of an incorporated entity.

Recurring bookings can be made in blocks of up to twelve months and must occur within the same financial year. Applications will be accepted no more than two months prior to each twelve-month booking.

Booking times must include time required for set up and pack down of the room.

1.2. Confirming Bookings

Approved bookings will be confirmed by email or other venue booking mechanism.

All bookings must be confirmed by Libraries ACT before they can take place.

1.3. Walk-In Bookings

Applications submitted within two business days of the booking commencement may not be processed in time. Pending availability, these bookings may be finalised in branch.

Where applicable hirers must present a certificate of currency upon arrival. (Please see 13. Public Liability Insurance).

1.4. Payments

Bookings incurring a charge will be invoiced after the booking has taken place. Recurring bookings are invoiced monthly.

Conditions of use still apply to bookings that are not charged.

1.5. Induction

An induction must be completed by the hirer/user who will be responsible for the use of the community room, outlining emergency and opening/closing procedures and the operation of equipment or room features. This must be arranged with Libraries ACT staff prior to the booking and is by appointment.

1.6. Cancelling Bookings

If a hirer fails to use the room at the appointed time without notice, Libraries ACT can restrict or refuse further bookings.

If bookings are cancelled on more than one occasion by a hirer, further bookings by that hirer will be reviewed.

Cancellations can be made by the hirer up to two business days prior to the commencement of the booking. Notice must be provided by email to libraryroombookings@act.gov.au. Bookings not cancelled with two business days' notice will be charged for the booking, where charges apply. If charges do not apply, and bookings are not cancelled with required notice, access to further bookings may be forfeited for a period of time.

1.7. Termination of Bookings

Libraries ACT may terminate bookings or availability for hire of community rooms at any time. Notice will be supplied in writing to the hirer with as much lead time as practicable.

Bookings can be terminated without notice due to sudden unavailability of space, as a result of damage to property, noise or nuisance to other library patrons or residents, or failure to pay for hire or other costs.

1.8. Delegates

If the hirer will not be present for their booking, they must appoint a delegate/s to attend the booking on their behalf. The delegate must attend an induction (1.5) prior to taking responsibility for the booking on behalf of the hirer.

The delegate's full name and contact details must be provided.

1.9. Contacts

Enquiries regarding community rooms and bookings can be emailed to libraryroombookings@act.gov.au, or by phoning the Libraries ACT Customer Information Centre on 6205 9000.

2. Usage of Facilities

2.1. Closing and Clean Up

It is the responsibility of the hirer to ensure that all doors and windows are locked, and that powerpoints, lights and equipment are turned off at the end of each session.

Premises must be left clean and in good condition. Hirers are responsible for cleaning up spillages immediately.

All users must vacate the premises at the arranged time.

Fees will apply for failure to follow closing instructions provided in the induction (1.5).

Libraries ACT staff cannot assist with set up and pack down for your booking.

2.2. Damage

The hirer is responsible for payment of any damage to property, furnishings or equipment, other than through normal wear and tear.

2.3. Furniture and Equipment

All rooms contain tables and chairs.

Set up and pack down of furniture may be required. This is the responsibility of the hirer.

All rooms and furniture must be returned to how the room was found, and damage must not occur to walls, flooring, etc. when moving furniture.

If equipment is required (e.g. whiteboard, overhead projector) the hirer is responsible for ensuring they have booked a room that offers the required equipment.

2.4. Storage of Personal Items

No items are to be stored on the premises. This includes food, personal items, equipment or furniture.

3. Disclaimer

Libraries ACT accepts no responsibility for personal items or property lost, stolen or damaged in the community rooms.

4. Respect and Courtesy

Anyone is welcome to use the community rooms in our libraries, in accordance with the Libraries ACT Community Room Hire Policy, provided they treat staff and all others with respect and courtesy.

Libraries ACT reserves the right to refuse or rescind bookings for users who do not adhere to this condition.

5. Seating Capacity

Community Room	Capacity	COVID capacity	Category	Kitchen facilities
ACT Heritage Library – Exhibition and Meeting Space*	26	20	1	Yes
Belconnen – Community Room	50	25	2	Yes
Civic - Mezzanine	30	25	2	Limited
Civic – Hub (Meeting Room)	10	6	1	No
Civic – Learning space	6	4	1	Limited
Dickson – Community Room	20	15	1	Limited
Gungahlin - Conference Room 1	100	25	3	Yes
Gungahlin - Conference Room 2	100	25	3	Yes

Community Room	Capacity	COVID capacity	Category	Kitchen facilities
Gungahlin - Training Room 1	25	20	2	Yes
Gungahlin - Training Room 2	25	20	2	Yes
Gungahlin - Meeting Room 1	10	6	1	No
Gungahlin - Meeting Room 2	10	6	1	No
Kippax – Community Room	20	25	1	Limited
Tuggeranong – Community Room	50	25	2	Yes
Woden - Meeting room 1 (Ground Floor)	TBC	TBC	TBC	
Woden - Meeting room 2 (Ground Floor)	TBC	TBC	TBC	
Woden - Community Studio (Ground Floor)	TBC	TBC	TBC	
Woden - Life Lab (first floor)	TBC	TBC	TBC	
Woden – The Hive Recording Studio (first floor)	TBC	TBC	TBC	
Woden - Podcast Room (first floor)	TBC	TBC	TBC	
Woden - Editing suite (first floor)	TBC	TBC	TBC	

*This space is only bookable by external bodies for after hours for uses that are compatible with the ACT Heritage Library’s strategic objectives. It is bookable during opening hours only when in association with an ACT Heritage Library program or partnership.

6. Hire Charges

Charges are determined on the size, capacity and facilities available in the community rooms, and on the category of use for each booking.

- Libraries ACT updates fees as per ACT Government fees and charges. Current Fees and Charges can be viewed on the Libraries ACT website or [City Services](#) website.

- Fees may change within the period of booking.
- Minimum charge is for one hour and will be billed in 15-minute increments thereafter.

7. Hours of Operation

Rooms are available during branch operating hours.

After-hours access varies and is not available at all locations. Please refer to the Libraries ACT website for current availability.

COVID Restrictions may change availability and capacity.

8. Access to the Room

The hirer, or appointed delegate, must attend an induction (1.5) prior to access being granted, and agrees to follow the instructions provided by library staff.

The hirer, or appointed delegate, is responsible for collecting the access card or key during library opening hours and must do so before each session.

The access card or key must be returned at the completion of each session.

If the access card or key is lost a fee will be charged.

9. Kitchen Facilities

Limited kitchen facilities are available at some locations.

Users must provide all utensils, cups and plates if required.

All users are to provide their own consumable items – tea, coffee, milk, food and cleaning supplies.

Kitchens are to be maintained in a clean and tidy state.

Rubbish must be removed from the premises at the completion of the session.

The consumption of hot food and alcohol requires prior written approval from Libraries ACT.

10. Noise

Noise must be kept to a minimum as a courtesy to other library patrons and nearby residents.

11. Penalties

If additional cleaning is required, or if items in the room are damaged, Libraries ACT will charge the person or organisation responsible.

If an after-hours call-out is required Libraries ACT will charge the hirer responsible.

Item	Penalty
Damage to the structure of the building e.g. floors or walls	Cost of repair and call out
Electrical equipment	Cost of repair and call out
Damage to tables, chairs, doors, locks or equipment	Cost of repair or replacement
Any lights, air-conditioning, urns left on	See current Fees and Charges
Security call out fee	See current Fees and Charges
Additional cleaning where necessary	See current Fees and Charges
After hours call-out if required	See current Fees and Charges
Lost keys	See current Fees and Charges

Current Fees and Charges can be viewed on the [City Services](#) website.

12. Prohibition

Flammable liquids or any dangerous substances must not be brought into community rooms.

Smoking is not permitted.

The use of smoke machines or candles are not permitted.

Animals (other than official service animals) are not permitted.

Community rooms must not be used for:

- Activities considered by Libraries ACT to be inconsistent with Libraries ACT strategic objectives

- Gambling
- Illegal activities
- Private parties
- Family functions
- Retail activities

13. Public Liability Insurance

The hirer must hold current Public Liability Insurance to the value of at least \$10 million. A copy of the certificate of currency must be provided at the time of booking.

Unincorporated individuals and groups are exempt from the above requirement.

Commercial hirers must also indemnify ACT Government for any damage to equipment.

14. Security and Emergency Procedures

The contact number for building security emergencies will be provided to the community room hirer or nominated delegate. It is the responsibility of the hirer to ensure they have received a copy of the location's evacuation procedures. This will be provided and explained at the induction (1.5).

If an after-hours security call-out is necessary Libraries ACT will charge the person or organisation responsible for the booking.

15. Minors

The hirer must be at least 18 years old. In the event the hirer is not in attendance for the session, an appointed adult, aged at least 18 years may attend and take responsibility for the session on the hirer's behalf.

Minors (aged under 18 years) must be supervised at all times and are the responsibility of the hirer or appointed delegate in attendance.

The hirer or appointed delegate must remain on site for the duration of the session.