

Libraries ACT: Community Room Hire Terms and Conditions of Hire

August 2025

1. Hirer Responsibilities

It is the responsibility of the hirer to ensure that the conditions of use are adhered to by members of their group as outline below:

- > The hirer must be at least 18 years old. In the event the hirer is not in attendance, a Delegate, aged at least 18 years, may attend and take responsibility for the booking on the hirer's behalf.
- > The room must be left in the same condition it was in at the start of the booking, including but not limited to:
 - leaving the room clean and tidy
 - placing all rubbish in the bins provided
 - leaving the fridge clean and empty
 - returning all furniture and equipment
 - turning off urns, air-conditioning and lights
 - ensuring all emergency exits are clear
- > After-hours pass must be immediately returned following the booking (as per site instructions)
- > You must not make any loud noises or engage in activities that disturb other library users.
- > Banners, sandwich boards or other signage outside rooms is only allowed during room hire period.
- > You must not have more than the maximum number of people in the community room at any one time (see Appendix A).
- > The consumption of any alcohol and smoking is prohibited.
- > No items can be stored on the premises. This includes food, personal items, equipment or furniture.
- > Animals other than official service animals are not allowed.
- > Users must abide by all applicable Federal, State and Local laws.
- > All persons present as part of the booking must follow all emergency evacuation procedures, which are displayed in the library community room.
- > Rooms must not be used for activities such as, media events, gambling, private parties, family functions or retail activities (including product demonstrations).
- > Flammable liquids or any dangerous substances must not be brought into community rooms.
- > You 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 this requirement).



ACT
Government

LIBRARIES ACT

- > The hirer, or their delegate, must attend an induction before access being granted. This induction will be arranged at a mutually convenient time.
- > The hirer is responsible for ensuring that hirer and delegate contact information is up to date.

2. Libraries ACT Responsibilities

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

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

Libraries ACT will conduct an onsite induction with the hirer (or their appointed delegate) before granting access to community rooms. This induction will be arranged at a mutually convenient time.

The contact number for building security emergencies will be provided during induction.

When practicable, Libraries ACT will confirm bookings by email or other venue booking mechanism no later than 5 business days before the booking date.

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

3. How can I hire a community room?

Hires can make a booking online by completing the [Room Booking Application form](#).

If you are experiencing difficulties submitting the online form and need assistance, you can:

- > attend your nearest Libraries ACT branch
- > call 02 6205 9000 Monday to Friday 9:30am to 5:00pm
- > email TCCS.LibraryRoomBookings@act.gov.au.

Community rooms can be hired for a minimum period of 1 hour.

Applications must be made at least 10 business days before the booking date. Applications submitted after this date may not be accepted. Bookings will not be accepted if all details and documentation is not provided.

Walk in bookings are accepted at the discretion of the Branch Manager or Officer in Charge and are not guaranteed. These bookings still require the completion of the Room Booking Application form, and provision of relevant information such as evidence of Public Liability Insurance.



ACT
Government

LIBRARIES ACT

4. Fees and Charges

Hire Charges

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

Minimum charge is for one hour and will be billed in 15-minute increments thereafter.

Bookings incurring a charge will be invoiced after the booking has taken place. Recurring bookings are invoiced monthly. Failure to pay outstanding invoices may result in future bookings not being accepted.

Bookings not cancelled with two business days' notice will be charged for the booking, where charges apply – see 5. *Cancelling Bookings* for more information.

Unincorporated Community Groups or Individuals will not be charged for community use. See 8. *Definitions* for more information.

Damage

The hirer is responsible for payment of any damage, including the cost of repair/replacement and call out fees to property, furnishings, or equipment, other than through normal wear and tear, including but not limited to:

- > damage to the structure of the building e.g. floors or walls
- > electrical equipment
- > damage to tables, chairs, doors, locks or equipment
- > any lights, air-conditioning, urns left on
- > cleaning where necessary
- > after hours or security call-out fees
- > lost keys or access passes

5. Cancelling Bookings

Cancellations can be made up to two business days before the booking date. Notice must be provided in writing to TCCS.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.



ACT
Government

LIBRARIES ACT

6. Permitted use of room

The Hirer must only use the community room under these Terms and Conditions of Hire. Libraries ACT does not take responsibility for the room if it is not fit for purpose.

7. Contact Us

Email: TCCS.LibraryRoomBookings@act.gov.au.

Phone: 02 6205 9000 Monday to Friday 9: 30am to 5:00pm

8. Definitions

Term/Abbreviation	Definition
Community Room	Rooms available for hire through Libraries ACT.
Hirer	Person/s making the booking, arranging payment
Delegate	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 have completed an induction session.
Community groups	An unfunded, unincorporated group or individual/s. Participants in the sessions must not be charged, and the groups or individuals hiring the rooms must not accept any funds, including group fees, donations or sponsorships. These hirers must provide their current Libraries ACT membership number if eligible for membership, e.g. work, live or study in the ACT region. Hirer must not have outstanding fees on their Libraries ACT account, or alternatively provide evidence that any such outstanding fees are pending the outcome of an existing Request to Remove Fees.
Partnered/Affiliated Bodies	A community group or Not for Profit organisation in an agreed partnership with Libraries ACT. Written confirmation of partnership must be provided. Public liability insurance must be provided.
Commercial, private and not-for-profit users	This category applies to any incorporated entity, including: • Private or publicly listed companies, including not-for-profit organisations. • Incorporated associations. • Government agencies.



ACT
Government

LIBRARIES ACT

Term/Abbreviation	Definition
	Requirements: • An Australian Business Number (ABN) must be provided if held. • Public liability insurance is mandatory except from ACT government hirers.



ACT
Government



LIBRARIES ACT



Appendix A Community Room Details

Community Room	Capacity	Room Category	Kitchen facilities
ACT Heritage Library – Exhibition and Meeting Space ¹	26	NA	Yes
Belconnen – Community Room	50	2	Yes
Civic - Mezzanine ²	30	2	Limited
Civic – Hub (Meeting Room) ⁴	10	1	No
Dickson – Community Room	20	1	Limited
Gungahlin - Conference Room 1 ³	100	3	Yes
Gungahlin - Conference Room 2 ³	100	3	Yes
Gungahlin - Training Room 1 ³	25	2	Yes
Gungahlin - Training Room 2 ³	25	2	Yes
Gungahlin - Meeting Room 1 ⁴	10	1	No
Gungahlin – Meeting Room 2 ⁴	10	1	No
Kippax – Community Room	20	1	Limited
Tuggeranong – Community Room	50	2	Yes
Woden - Community Room 1 (Ground Floor)	20	2	No
Woden – Community Room 2 (Ground Floor)	25	2	No
Woden - Community Studio (Ground Floor)	20	1	Limited
Woden - Life Lab (first floor)	35	4	No
Woden – The Hive Recording & Rehearsal Studio (first floor)	22	5	No
Woden – The Hive Podcast Room (first floor)	4	6	No

¹ 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. To book this space please contact the ACT Heritage Library directly.

² Available after-hours only.

³ Available after-hours weekdays, all day weekends or during school holidays only.

⁴ Available during Branch opening hours only.



ACT
Government

LIBRARIES ACT

Community Room	Capacity	Room Category	Kitchen facilities
Woden – The Hive Editing Suite ⁵	2	NA	No
Woden – Work Pod 1 ⁴	2	1	No
Woden – Work Pod 2 ⁴	2	1	No

⁵ The Editing Suite is not separately bookable. You will need to book one of the other spaces in the Hive (Recording and Rehearsal Studio or Podcast Suite) to use with the Editing Suite.

⁴ Available during Branch opening hours only.



ACT
Government



LIBRARIES ACT