



Darebin  
Libraries

# NORTHCOTE AND PRESTON LIBRARY

## Hirer Policy & Guidelines



Updated July 2017

## CONTENTS

Introduction.....	3
Aims .....	3
Privacy statement .....	3
Schedule of booking fees .....	4
Storage lockers fees.....	4
Hours of operation .....	4
Conditions of use .....	5
Bookings.....	5
Permanent bookings.....	5
Cancellation.....	5
Fees .....	5
Key/security card .....	6
Av cable kits.....	6
Catering .....	6
Furnishing .....	6
Theft.....	6
Open flame lamps/candles .....	6
Indemnity .....	6
Emergency procedures.....	6
Public liability insurance .....	7

## INTRODUCTION

Darebin Libraries provides two Meeting Rooms for hire:

- the Northcote Library Meeting Room, 32-38 Separation Street Northcote and
- the Preston Library Meeting Room, 266 Gower Street Preston.

Available resources include:

- Seating for 30-50 persons, with wheelchair access
- Tea and coffee station available with hot and cold water
- Whiteboard and flip chart stand (Hirers are required to make their own arrangements regarding whiteboard markers and cleaners)
- Lectern
- AV equipment/cables
- 50 chairs
- 8 flip turn tables
- Access to public toilets
- After library hours access for activities
- Heating and cooling

## AIMS

To provide venues which aim to encourage and foster community participation in educational and recreational pursuits.

To provide quality venues available for hire by local residents and the wider community for meetings and social engagement.

## PRIVACY STATEMENT

Darebin Libraries is collecting the information in this form for the purpose of registering and administering your Booking Application. The personal information will be used solely by Darebin Libraries for that purpose, and will not be disclosed outside the library except as required by law. In particular, the information will not be disclosed to others for marketing purposes.

## Preston Meeting Room



## Northcote Meeting Room



## SCHEDULE OF BOOKING FEES (EFFECTIVE 1 JULY 2017)

Organisation	Price (GST inclusive)	
Not-for-profit organisations Darebin Council business units	<b>Weekdays</b>	<b>Weekends</b>
	\$19 – per hour* (up to 3 hours) \$44 – 3 hours \$88 – 6 hours	\$30 – per hour* (up to 3 hours) \$76 – 3 hours \$128 – 7 hours
Commercial organisations	<b>Weekdays</b>	<b>Weekends</b>
	\$40 – per hour* (up to 3 hours) \$89 – 3 hours \$142 – 6 hours	\$62 – per hour* (up to 3 hours) \$134 – 3 hours \$155 – 7 hours

\* Bookings are charged in full hour increments. Charges will be rounded up to the next full hour.

**Please note:** An organisation is a not-for profit organisation if it is **not** operating for the profit or gain of its individual members.

All other organisations are considered commercial organisations.

## STORAGE LOCKERS FEES (EFFECTIVE 1 JULY 2017)

Organisation	Price (GST inclusive)	
Not-for-profit organisations	<b>Single Locker</b>	<b>Double Locker</b>
	\$46 per year	\$92 per year
Commercial organisations	<b>Single Locker</b>	<b>Double Locker</b>
	\$70 per year	\$118 per year

**Please note:** An organisation is a not-for profit organisation if it is **not** operating for the profit or gain of its individual members.

All other organisations are considered commercial organisations.

## HOURS OF OPERATION

Booking hours	Preston Meeting Room	Northcote Meeting Room
Monday–Friday	9.00am – 10.00pm	9.00am – 10.00pm
Saturday	9.00am – 10.00pm	9.00am – 10.00pm
Sunday	9.00am – 10.00pm	9.00am – 10.00pm
Public holidays	Not available	Not available

## CONDITIONS OF USE

Activities considered appropriate include meetings, seminars, workshops and other programs.

Parties/private functions and gambling are prohibited. Alcohol is prohibited inside Council facilities.

Darebin Libraries are non-smoking venues and this complies with Council Policy. Smoking is prohibited inside Council facilities and within 10 metres of any window, entry, and exit or air intake of any Council facilities.

All activities to be completed and the Meeting Rooms vacated by no later than the booking time.

Noise levels must be kept at an acceptable level when a group is either using or vacating the premises. All children attending should be supervised by a responsible adult at all times.

The Meeting Rooms' address must not be used as a contact place or registered office.

Groups and individual users of the Meeting Rooms cannot store materials or equipment in the cupboards, shelves, and drawers of the Meeting Rooms. Limited storage units may be hired. Please contact the Meeting Room Administrator on 1300 655 355 to inquiry about availability.

Provisions of disposable cups, cutlery, tea or coffee and other refreshments are solely the responsibility of the hirer.

All hire is subject to policy guidelines:

- All furniture must be returned to the original state after use.
- No setting up or cleaning is included in the hire charge. The hirer is responsible for leaving the rooms in a clean and tidy condition.
- All fixtures are in a good order and condition prior to leaving.
- All rubbish is to be placed in the meeting room rubbish bins, no items are to be left in the fridge.
- The whiteboard is to be erased clean.
- Furniture and resources within the room which are not required by the user may be moved aside, however must not be removed from the room.

No screws, nails, tacks or tape on any part of the floors, walls, or ceiling of the Meeting Rooms are to be used.

It is the responsibility of the hirer to inform Darebin Libraries of any damages which occur during the course of room utilisation.

After-hours users are to lock the AV cable kit in the allocated drawer in the meeting room, and return the keys through the after-hours chute.

The lights and air-conditioner must be turned off when leaving.

## BOOKINGS

A Booking Form must be completed [online](#).

Telephone bookings will only be accepted if a Booking Form is received within 24 hours of bookings being made.

Written confirmation of bookings and invoices will be forwarded by emailed within 48 hours.

All hire fees and public liability insurance fees are paid prior to the booking.

Failure to correctly disclose the exact nature of a function and use of the facility or any other relevant information on the Booking Form may jeopardise future bookings of Preston and Northcote Library Meeting Rooms.

Further enquiries can be made by contacting Darebin Libraries on 1300 655 355.

## PERMANENT BOOKINGS

Darebin Libraries is unable to accept permanent bookings. Bookings will only be accepted for a maximum period of twelve months, with a maximum usage of ten hours per week.

## CANCELLATION

All cancellations are required in writing at least 24 hours prior to the hire date. Failure to provide such notice may result in the full hire fee being incurred.

## FEES

Confirmation of bookings and invoices will be sent prior to usage of the Preston and Northcote Library Meeting Rooms. Fees for hire can be paid directly at the Preston and Northcote Libraries' Information Service Desks or cheques mailed to: Darebin Libraries, PO Box 257, Preston, 3072. Credit cards payments can be made by calling 1300 655 355 during business hours (Monday to Friday, 9am-5pm) with credit card details.

## KEY/SECURITY CARD

Keys are to be collected at the Information Service Desk prior to booking.

Keys must be returned to the Information Service Desk immediately following the conclusion of the hire and the door locked.

If the booking concludes after the Library has closed, the key is to be returned through the afterhours chute.

If keys are not returned to the library, Darebin Libraries reserves the right to refuse or cancel any future bookings.

Any key/security card issued to the hirer is to remain in control of the hirer and is not to be transferred.

Hirers may on some occasions be required to activate the venues security systems.

## AUDIO VISUAL SET UP

Darebin Libraries provides an audio visual package for groups and organisations that hire the Preston or Northcote meeting rooms.

The audio visual package includes a data projector which allows full access by laptops and DVD players (not provided by Darebin Libraries). The data projector has full sound and 240cm screen for viewing.

Darebin Libraries can upon request supply cables to ensure groups and organisations have the ability to access the data projector.

## AV CABLE KITS

- VGA cable (connecting PC) if you have an Apple computer you will need to supply your own VGA adapter
- Audio Cable (connecting PC audio)
- RCA cable (connecting DVD)
- HDMI cable (connecting PC or DVD)

If you would like to use the audio visual cable kits please tick the appropriate box on the meeting room booking form.

An AV cable kit is also available for after-hours users in a locked drawer. The key to this drawer is attached to the after-hours key.

## CATERING

Hirers are may provide light refreshment within the rooms and are responsible for arranging any catering required. All items and rubbish are to be removed from the rooms. Gas bottles, open flames and/or cooking are not permitted within the meeting rooms at any time.

## FURNISHING

All furniture and equipment remains the property of the City of Darebin and must not be rented out, removed or relocated outside the Meeting Rooms.

## THEFT

Neither the Council nor its staff will be liable for any loss or damage sustained by the hirer, or any person, firm or corporation entrusted to or supplying any article or thing to the hirer by reason of any such article being stolen, damaged or lost and the hirer agrees to indemnify the Council against any such actions.

## OPEN FLAME LAMPS/CANDLES

No open flame shall be used in any part of Council buildings.

## INDEMNITY

The hirer agrees to indemnify the Mayor, Councillors and Citizens of the City of Darebin it's servants and agents against any loss or damage in any form sustained by hirer or any hirer or any person, firm or corporation, including by reason of negligence of the Mayor, Councillors and citizens of the City of Darebin, it's servants or agents.

## EMERGENCY PROCEDURES

In the event of an emergency, please report to a library staff member during opening hours or after-hours call 8470 8889.

All emergency exits must remain clear at all times, and evacuation procedures followed.

## **PUBLIC LIABILITY INSURANCE**

The hirer of any facility shall not do or neglect to do or permit to be done or left undone anything which will affect the Council's insurance policy or policies relative to fire or public risk in connection with the building and the hirer agrees to indemnify the Council to the extent that such policies are affected through any such act of commission or omission.

The hirer shall at the time of making a booking also arrange appropriate Public Liability Insurance Cover. If hirers do not have their own insurance, cover may be organised by liaising with the Meeting Room Administrator to obtain the Casual Hirer's Insurance Cover through Darebin Council and paying the insurance premium at the time of making the booking. For hirers who have their own Public Liability Insurance a copy of the Certificate of Currency must be provided with the Booking Form.