

## Meeting Rooms – Conditions of Use

Noosa Libraries has meeting rooms available for Community use at the Cooroy Library. The following spaces are available subject to the conditions outlined below:

### **Community Access Room Small Meeting Room**

#### **1. Within Business Hours:**

- Community use of meeting rooms is available at no charge. Community use means functions or meetings held by community groups or benefitting the community. While using the space, no admission fees can be charged and no products or services can be advertised, solicited or sold
- All commercial businesses and not for profit organisations undertaking revenue raising activities, meetings, staff training etc. will be required to pay a fee for use of the meeting rooms.

#### **2. Outside of Business Hours:**

- There is a fee for all bookings.

3. After-hours access needs to be arranged in advance to obtain approval, keys or access fobs. See 'After-hours Use' below for more information.

4. Fees are listed on the [Noosa Libraries website](#) and in Noosa Council's Fees and Charges Register available on the Noosa Council website.

5. Payments are to be made one week prior to the booking. All payments are non-refundable. Block bookings require a \$100 deposit at the time of booking.

6. Regular bookings will be reviewed annually by Library Management to ensure reasonable access to all groups.

7. No equipment is to be stored in the meeting rooms.

8. Meeting room users accept responsibility for the room and facilities used by the group, and are required to leave the room in clean and tidy condition, including kitchen facilities.

9. Meeting room users agree to make good any damage caused to rooms or facilities whilst in their care.

10. Smoking is not permitted in any Noosa Council premises.

## **Insurance**

- 11.** Community groups who regularly book a meeting room need to be aware they are not covered by Council's Public Liability Insurance policy for negligence while hiring the venue.
- 12.** The hirer or user shall not do or neglect to do or permit to be done or leave undone anything which will affect the Council's insurance policy or policies relative to the fire and public risk in connection with the building, and the hirer or user agrees to indemnify Council to the extent that such policies are affected through any such act or commission or omission. The hirer or user agrees to indemnify, and keep indemnified, and to hold harmless the Council, its servants or agents, and each of them against all actions, costs, charges, expenses and damages whatsoever which may be brought, or made, or claimed against them, or any of them, arising out of, or in relation to the use or hiring engagement. CA room has a limit of 40 people for WH&S and that room hire are responsible to ensure that this limit is not exceeded and if it is this is negligence of the hirer.

## **After-hours Use**

- 13.** Refer to Conditions 4, 5 and 6 regarding fees and payment processes for after-hours use.
- 14.** Users accessing meeting rooms after hours are responsible for the securing of the room, turning off lights and electrical appliances.
- 15.** Users accessing meeting rooms after-hours are responsible for the correct arming of relevant security systems. Meeting room users will be supplied with simple and clear instructions to facilitate correct arming of the alarm system and ensuring automatic doors are also locked. Meeting room users will arm the library using the supplied security code. In the case of incorrect security arming, a fee will be passed onto the relevant user for payment (cost-recovery for the cost the security company will charge Council).

## **Noosa Council Functions**

- 16.** Notwithstanding anything in these conditions, the hiring or use of any meeting room shall be subject to cancellation by the Council (with or without notice) in the event of national emergency, Council function or any other matter necessitating such cancellation, and the decision as to the necessity of such cancellation shall be at the discretion of Council.