



Mildura Rural City Council

LIBRARY MEETING ROOM CONDITIONS OF USE

The following 'Conditions of Use' are designed to assist all Hirers to co-exist in a safe, healthy and friendly environment.

1. The facility is to be left in a clean and tidy condition at the conclusion of your hire period. (No setting up or cleaning up by library staff is included in the hire charge).
2. All waste is to be placed in the bins provided.
3. All tables, chairs and other equipment used are to be relocated to their original positions at the conclusion of your hire period.
4. If kitchen utensils, crockery or cutlery are used then they must be washed, dried and replaced in their original positions.
5. Prohibited activities are: smoking, alcohol consumption, gambling, use of the meeting room as a registered office, storage of personal equipment, attaching items to walls or furniture using screws, tacks, tape or nails.
6. In consideration of local residents or library users, noise and music must be kept at an acceptable volume and at all times within EPA guidelines, and any reasonable request by an Officer of Council, Police or the Environmental Protection Authority must be adhered to.
7. Council's Library facilities are utilised by a number of groups during the week. It is essential that the Hirer enters the facility at allocated times only. If access outside of allocated times is needed please ensure you book the required setup or pack up times as well.
8. The facility is to be vacated punctually by the agreed time. Additional charges may be levied if the times are exceeded.
9. It is the responsibility of the hirer to familiarise yourself with emergency exits in case an evacuation is required. Emergency Exits and pathways must be kept clear at all times.
10. The hirer is responsible to take due care to minimise risk to other users and is responsible for ensuring adequate supervision of all patrons at the Facility.
11. The Hirer shall comply with the regulations under the Building Act 1993 and Building Regulations 2006 for the prevention of over-crowding and obstruction in gangways, passages and halls in any public building and it shall be the Hirer's responsibility to prevent persons standing on seats or tables in any part of the facility.
12. All electrical equipment bought into the facility must comply with *Australian Standard AS-3760 Inspection and Testing of Electrical Equipment*.
13. No vehicle, animal or dangerous substance will be allowed to be brought into or allowed to remain in the Facility or buildings except with consent from Mildura Rural City Council's Library Service as agreed. Assistance animals accepted.
14. The Mildura Rural City Council reserves the right to refuse any Organisation and Hirer at any given time.
15. Any damages incurred are to be reported to Mildura Rural City Council's Library Service.

16. The cost of repairing any damages or carrying out additional cleaning will be charged to the Hirer.
17. The Hirer is responsible for ensuring all lights, electrical appliances and air conditioning units (where required) are turned off before the building is vacated and secured.
18. It is the responsibility of the hirer to deactivate and activate the security system, to open, and lock and secure the facility at the conclusion of the use after business hours booking times.
19. If an alarm is set off, external doors left open, or a swipe card lost a fee will be charged to cover any costs incurred by the library service. (Security callout fee \$66.00) see point 25
20. An inspection of the facility will be carried out by a Council Library Officer immediately after your use (during office hours), or on the next available day of operation (following after hours hire).

Security and access at Merbein, Red Cliffs and Ouyen meeting rooms after hours

21. A swipe card and *Opening and Closing Instructions* are to be collected at the customer service desk during opening hours and prior to the booking
22. The swipe card must be returned to the customer service desk as soon as possible following the use of the room eg: the next day. Alternatively swipe cards may be returned through the relevant branch return chute at the conclusion of the meeting, if available.
23. If the swipe card is not returned the library service reserves the right to refuse or cancel any future bookings unless otherwise organised.
24. Any card issued to the hirer is to remain in control of the hirer and is not to be transferred to other persons.
25. If an alarm is accidentally set off during arming please call Fort Security immediately to avoid call out charges.

AFTER HOURS EMERGENCY SERVICE

During the hire period:

- For assistance in relation to the facility please call Council's **After Hours Services on 1800 241 540.**
- For issues regarding security and locking/unlocking of the building call Council's **Facility Services Team on – 0409 174 091 all hours**
- If you are unable to contact Facility Services please contact **Fort Security on 50211476.**

(Please note these contacts do not include medical or other emergencies.)

Mildura Library – James Matthew Room

This Meeting Room is located at The Alfred Deakin Centre 180-190 Deakin Avenue, Mildura and offers the following:

- Room is only available for hire during library business hours.
- Room dimensions 4 X 6 metres approx.
- Seating capacity – Board Room 12, Theatre 20-25, (4 tables, 25 chairs)
- Equipment - TV screen and speaker, hearing loop, whiteboard
- Wi-Fi access is available
- All abilities access and facilities

Merbein Library – Community Room 1

This Meeting Room is located at the Merbein Library 11 Main Avenue North, Merbein and offers the following:

- Room is available 8am-9pm
- Room dimensions 8 x 5 metres
- Seating capacity – Board Room 16, Theatre 24 (4 tables, 24 Chairs)
- Kitchenette with hydro tap (hot/cold water), bar fridge and microwave. Some crockery available.
- Equipment - TV screen with speaker, hearing loop, whiteboard
- Wi-Fi is available
- All abilities access and facilities

A.S. Kenyon Red Cliffs Library – Terry Anderson Room

This Meeting Room is located at the Red Cliffs library corner of Jacaranda Street and Jamieson Avenue, Red Cliffs and is unavailable during 2024.

Ouyen Library – Meeting room

This Meeting Room is located at the Ouyen Service Centre, 78 Oke Street Ouyen and offers the following:

- Room is available 8am-9pm
- Room dimensions 9 x 7 and 6 x 4.5 metres
- Seating capacity – Board Room 20, Theatre 50, (8 x tables, 50 chairs)
- Kitchenette with hydro tap (hot/cold water) fridge and microwave. Some crockery available.
- Equipment - TV screen, speakers, conference phone, lectern, whiteboard
- Wi-Fi is available; after hours (5pm) use needs to be arranged a week in advance.
- All abilities access and facilities



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AGREEMENT TO TERMS & CONDITIONS OF USE OF COUNCIL LIBRARY SERVICE MEETING ROOMS

THE HIRER WILL BE RESPONSIBLE FOR THE COSTS OF ANY ADDITIONAL CLEANING OR THE REPAIR OF ANY DAMAGES WHICH MAY RESULT FROM THE FUNCTION HELD AT THIS FACILITY.

I AM OVER THE AGE OF 18 YEARS OF AGE AND I HAVE READ AND UNDERSTAND THE CONDITIONS OF HIRING THIS FACILITY.

NAME OF FACILITY HIRED:

DATE OF FACILITY HIRE:

ORGANISATION NAME:

NAME OF HIRER:

SIGNED: **DATE:**

Please sign and return completed Meeting Room Conditions of Use Form in person or to the relevant library email prior to your booking:

Mildura Library	5018 8350 or email libraryadmin@mildura.vic.gov.au
Red Cliffs Library	5018 8366 or email redcliffslibrary@mildura.vic.gov.au
Merbein Library	5018 8361 or email merbeinlibrary@mildura.vic.gov.au
Ouyen Service Centre	5018 8600 or email ouyen@mildura.vic.gov.au

If you require assistance to complete your Meeting Room Conditions of Use Form or if you would like to discuss your needs or make an enquiry, please contact library staff on an above contact or Council's Library Service:

Mildura Rural City Council Library Service
PO Box 105
MILDURA VIC 3502
03 5018 8350
Email: libraryadmin@mildura.vic.gov.au

Privacy Collection Statement:

Mildura Rural City Council collects Personal and or Health Information for municipal purposes as specified in the Privacy and Data Protection Act 2014. The information collected in this form is used only for the purposes specified (primary purpose) and is not passed on to third parties. Council may disclose this information but only if authorised or required by law. Council may not be able to process your request unless sufficient information is given. Should you need to change or access your personal details, or you require further information regarding Council's Privacy Policy please contact Council's Privacy Officer.