



WARRNAMBOOL
CITY COUNCIL

Warrnambool Library and Learning Centre Meeting Room Policy

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TABLE OF CONTENTS

1. INTRODUCTION4

1.1. Scope

1.2. Definitions

1.3. Related documents

2. POLICY PRINCIPLES.....5

2.1. Intent

2.2 Fees and charges

2.3. Limitations/restrictions

2.4. Priority of Use

2.5. Regular/ongoing bookings

3. CONDITIONS OF USE.....7

3.1. General

3.2. Food and drink

3.3. Child Safe Standards

4. GOVERNANCE.....8

4.1. Owner

4.2. Review

4.4. Charter of Human Rights Compliance

1. INTRODUCTION

This policy is intended to provide guidance regarding the principles and general conditions that relate to use of meeting and multi-purpose rooms within the Warrnambool Library and Learning Centre.

The Library plays an important role in the civic life of the municipality providing residents, local community organisations, and visitors with the opportunity to participate in events and activities that encourage and support reading, literacy in all its forms, learning and social connection.

This policy supports consistent, fair and equitable decision making and processes for the public use, allocation, and management of the library's meeting and multi-purpose rooms within the intent and purpose of the library (3.1)

1.1 Scope

This policy applies to meeting and multi-purpose rooms applies to the following venues and rooms.

Room	Location	Capacity	Seating	Equipment
Meeting room 1	Ground Floor	12	Boardroom	SmartScreen Wi-fi
Meeting Room 2	Ground Floor	12	Boardroom	SmartScreen Wi-fi
Meeting Room 3	Level One	6	Boardroom	SmartScreen Wi-fi
Meeting Room 4	Level Two	8	Boardroom	SmartScreen Wi-fi
Sound Booth*	Level One	N/A		Available on request
Tech Zone	Level One	6		Available on request

****Sound Booth booking/hire requires mandatory induction***

1.2 Definitions

TERM	DEFINITION
Organisation	A legally incorporated club or community group or association that operates primarily for sport and recreation purposes which benefits the community. The organisation must not exist for the purpose of generating profit or personal gain.
Occupancy Agreement	Any lease, licence, seasonal tenancy, annual tenancy or hire arrangement between Council and a Tenant or Casual hirer for the use of Council managed property
Hire Agreement	A short term agreement entered into between Council and another party for a one-off defined activity, event or function.
Commercial users	Profit based organisations or individuals hiring venues for the benefit of that organisation or individual and / or as part of their normal operations. For the purposes of this policy government and non-government organisations are treated as commercial users.
Organisations	are 'not-for-profit' or corporate entities such as government and non-government organisations

1.3 Related documents

Fees and charges are set in Council's annual budget process and are as per the [Schedule of Fees and Charges](#).

Library Services Agreement – Warrnambool City Council and South West Institute of TAFE 2022

2. POLICY PRINCIPLES

2.1 Intent

The intent of library meeting room availability is to:

- increase access and participation in activities that support community capacity building in areas that align with the library's aims of encouraging reading, skill development and learning.
- Support and encourage all the literacies including reading and writing; computing and ITC; numerical; financial; information and media; career and cultural.
- Support and encourage TAFE student collaborative learning and group study.

2.2 Fees and charges

- Use by community groups and individuals for purposes that align with the library aims and outcomes and intent of the meeting rooms will be free of charge.
- Use by Commercial users, not-for-profit and corporate organisations will incur a fee as per Warrnambool City Council's schedule of fees and charges.

- Individuals who book a meeting room for the delivery of a fee-based service will be classified as business use and will incur a charge.

2.3 Limitations/Restrictions

- Meeting rooms are not available for booking for the purpose of running public or ticketed events or activities that are promoted or advertised as being held in the library.
- Advertising or promotional material cannot be displayed in a meeting room.
- Council reserves the right to refuse permission to use Library and Learning Centre meeting rooms for purposes which are considered incompatible with the aims and objectives of the service.
- The hirer must not use the booked venue for any other purpose than that set out in the booking.

2.4 Priority of Use

In accordance with the intent of the meeting rooms, priority of use will be given in the following order:

1. Library and Learning Centre initiated programs and activities
2. SWTAFE community programs (excluding conducting classes) and student study groups
3. Community groups whose activities align with the aims and objectives of the library and the intent of the meeting rooms, including Library and Learning Centre partners with whom a Memorandum of Understanding is held.
4. SWTAFE commercial programs
5. Individuals, not-for-profit organisations and commercial users

2.5 Ongoing regular bookings

Regular and ongoing booking requests for fortnightly or monthly bookings for community groups can be negotiated bi-annually for six months in advance. Requests for weekly bookings may be negotiated on a quarterly basis.

Other bookings, that meet the criteria, will be accepted as casual bookings on a 'first in' basis.

Booking requests will be managed so that no organisation has exclusive use of meeting rooms at specific times to the exclusion of other demand for those times.

3. CONDITIONS OF USE

3.1. General

All hirers must comply with all the terms and conditions of use, except in extraordinary circumstances and only with the prior agreement of Library and Learning Centre management.

Release and Indemnity

Release:

The hirer uses and occupies the venue at its own risk and releases Warrnambool City Council from all claims resulting from any damage, loss, death or injury in connection with the venue and any items or equipment used on site except to the extent that Warrnambool City Council is negligent or in default of its obligations.

Indemnity:

The hirer must indemnify and hold harmless the Warrnambool City Council against all claims resulting from any damage, loss, death or injury in connection with the facility and the use and occupation of the venue by the hirer except to the extent that Warrnambool City Council is negligent or in default of its obligations.

Failure to comply with the policy and terms and conditions applicable to the venue or any other act or consequence arising from the hire may result in revocation of hiring rights and the imposition of penalties by Warrnambool City Council.

Hirers will be required to reimburse council for the cost of any restoration or repairs, which are required as a result of the use of the venue.

3.2 Food and drink

Meeting room users are welcome to provide hot and cold drinks and own and catered snacks and finger food lunches. Catered plated meals are not acceptable. No alcohol can be served or consumed in the meeting rooms..

3.3 Child Safe Standards

Council is committed to creating a child safe environment where children and young people are respected, valued and encouraged to reach their full potential and minimise any risk or harm that operations may cause on children and young people. Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005.

If the use of Council's property involves the organisation working with children, the organisation must comply with the Child Safe Standards made under section 17(1) of the Child Wellbeing and Safety Act 2005.

4. GOVERNANCE

4.1 Owner

Manager of Recreation and Culture

4.2 Review

The Manager of Recreation and Culture will review the policy for any necessary amendments no later than three (3) years after its formulation or after the last review.

4.3 Charter of Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007).