



CASUARINA LIBRARY MEETING ROOM CONDITIONS OF USE

Hirers of the Casuarina Library meeting room agree to the following conditions:

- COVID-19 health and hygiene principles must be adhered to.
- Physically distancing 1.5 metres.
- Take personal and community responsibility for following COVID-19 safety principles.
- Bookings are charged by the hour and the booking time is to include set-up and pack-up times.
- Wireless Internet is available during library hours & ends 15 minutes after the library closes. After library closure Internet access is available via Ethernet cable, provided by the Hirer.
- The courtyard is available to library customers during library opening hours. Meeting room users can book the library courtyard for after-hours private functions.
- On occasion the meeting room may be required by City of Darwin. In such cases adequate prior notice will be given if any disruption will be caused to your scheduled booking.
- There is an audio/PC outlet for the projector. Users need to provide their own laptop & HDMI computer cord. Two extension cords are also provided.
- Clean-up must occur immediately after each meeting including sweeping and mopping of vinyl floors, cleaning and putting away of crockery/cutlery, wiping down tables, and removal of any litter caused by the booking. Cleaning equipment is located in the kitchenette and includes a dust-pan and brush, mop and bucket. Hirers must supply cleaning agents. Litter can be disposed of in any of the garbage receptacles in the meeting room or near the library. If room is not left clean a cleaning charge will be passed on to the Hirer.
- At the end of the booking all furniture and appliances must be restored to their original position. All items brought onto the premises during the duration of the meeting by the Hirer, must be removed by the end of the booking.
- Person making the booking must be over 18 years of age and accept responsibility for the security of the meeting room and facilities used by the group. This includes locking relevant doors and gates, switching off lights, after-hours air conditioning and data projector, and informing library staff of completion of meeting (if meeting is during library hours).

- For bookings starting or finishing outside of library hours the Hirer must:
 - Collect keys from library staff and sign for keys prior to the library closing time.
 - Lock meeting room doors and gates at the courtyard entrance / exit after meeting.
 - Return keys (in pouch) through library after hours return chute immediately after meetings ends.
- Tripping the library alarm (whether accidental or not) will result in any security call-out charges being passed onto the Hirer.
- The Hirer must return the keys immediately upon completion of their booking by depositing in the library's after hours return chute. In the event of a loss of any of the keys the Hirer will be charged a replacement fee.
- There are strictly no storage facilities in the meeting room or library premises before or after booking times. All items brought into the meeting room must be removed at the end of each booking.
- If alcohol is to be consumed on the premises a licence must be obtained from City of Darwin prior to the meeting. The process may take up to ten (10) working days.
- No item may be attached to any wall in any manner, or alteration made without prior City of Darwin approval. Sticky tape, Blu tack, pins or other adhesives are not permitted to be used on the walls, ceiling or other room fixtures.
- The Hirer must report any loss from or damage to the meeting room to library staff immediately following their booking.
- The Hirer is responsible for the safety of any person attending their meeting or event.
- Facility parking must not contravene any traffic regulation.
- Any complaint arising from the use of the meeting room including excessive noise may lead to the refusal of future meeting room usage. Breaching any of these conditions may also lead to the refusal of future usage.
- The library reserves the right to request that Hirers playing musical instruments reduce the noise level on rare occasions where concurrent library events are taking place, in the library next to the meeting room.
- Payment for room hire can be made with a credit/debit card via the website after receipt of an official City of Darwin tax invoice. Full payment must be paid 7 working days prior to use of the meeting room.
- When using the meeting room please sign the Meeting Room Register (located in the room).

For after-hours **SECURITY MATTERS** call Wilson Security on **1300 286 014**.
 For Police assistance call **131 444**. For **EMERGENCIES** call **000**.

Failure to comply with the conditions may result in refusal of future meeting room usage.