

## Footscray Library – Community Rooms Hire

### Booking and facility Information & Conditions of Use

Footscray Library currently has one room available for community and business groups to hire, the Conference Room (Level One). The Discussion Room (Ground level) is unavailable to hire until further notice.

To enquire about bookings, please phone Footscray Library on **9688 0290** between 10.00 am and 4.00pm Monday to Friday. **Bookings are essential and subject to availability.**

Email enquiries via: [Library@maribyrnong.vic.gov.au](mailto:Library@maribyrnong.vic.gov.au)

**Please note: Maribyrnong City Council reserves the right to cancel bookings due to unexpected circumstances or Council events. This is a condition of hire; should the need arise to cancel your booking, we will endeavour to provide you with as much notice as possible, and you will be refunded / credited for the booking.**

Initial booking will be tentative until confirmation is made. Confirmation will be made via email, and the Hirer is to acknowledge the confirmation via email.

When making a booking, the following information will be required:

- Business or Community Group name, address, billing address, email address, phone number;
- Contact person name, email and phone number (if different from above);
- ABN if applicable
- Payment method
- Details of booking (purpose of use)
- COVIDSAFE Plan.

#### Payment

- Regular bookings will be invoiced monthly. Payment arrangements will be confirmed with the Administration and Operations Support Officer.
- 
- Payment can be made via Cash, cheque (made out to Maribyrnong City Council) or EFTPOS onsite
- Payment cannot be made over the telephone.

#### Fees

- 'Hourly rate' relates to Council approved fees for current financial year.
- 'Commercial' rate applies to an individual, group or organisation that operates for profit and financial gain.
- 'Community' rate applies to an individual, group or organisation that does not operate for the profit, personal gain or other benefit of particular people.
- Additional charges will apply if the room is not vacated within the booking time.

## Cancellations

- To cancel, 48 business hours' notice is required, (for example, cancellation for a Monday booking needs to be confirmed by 4pm on the previous Thursday).

## Public Liability Insurance

- All hirers must hold a Public Liability Insurance for bookings outside library hours.

## Emergency Requirements

- All hirers are responsible to adhere to Emergency Requirements regardless of when they hire the facility. In the advent of an emergency during library business hours the library staff will coordinate all Emergency Response Procedures.
- No illegal substances are allowed in the premises.
- Any group planning to sell food to either their members or the general public must apply to Maribyrnong Council's Environmental Health Services Unit for the appropriate food permit.

## COVID-19 Hirer Requirements

Due to the ongoing impact of the Corona Virus Pandemic, all Hirers will be required to submit a COVIDSAFE Plan before any hire can be authorised.

The Victorian State Government has identified the following 6 principles:

- 1. Ensure physical distancing** (*Reducing group numbers to ensure 1.5 metre social distancing and room capacity numbers are adhered to*).
- 2. Wear a face covering** (*Under current guidelines, patrons are expected to wear a mask when in the Library*).
- 3. Practice good hygiene** (*The Hirer is responsible for ensuring that their participants/members are practicing good hygiene*). They are required to clean down tables, chairs and shared equipment after use and leave the room as it was found).
- 4. Keep records and act quickly if people become unwell** (*All Hirers are responsible for keeping attendance records so if there is a COVID-19 case, Contact Tracing can occur / include the number of meeting attendees in the plan*).
- 5. Avoid interaction in enclosed space** (*Where possible people are encouraged to have activities outdoors*).
- 6. Create workforce bubbles** (*Groups who rely on volunteers to deliver their programs, may want to consider having volunteer bubbles to ensure continuance of service can occur if there is a case of COVID-19*).

**These principles have been based on workplaces, but are transferable to groups wanting to occupy space in the meeting space.**

When developing your plan, please examine every principle and demonstrate how this will be embedded in your hire.

For more on COVIDSAFE Plans and the latest information on restrictions in Victoria, visit:

<https://www.coronavirus.vic.gov.au/covidsafe-plan>

Please contact the Library if you would like to discuss your plan in further detail.

**NOTE: All meetings attendees to check in with the concierge at arrival at the library.**

**Facility information:**

Room	Facilities	Estimated Capacity	Hourly Rate (incl. GST)
Conference Room	<ul style="list-style-type: none"> <li>• Located on first floor with access via lift or stairs</li> <li>• Carpeted, climate control, tables and chairs, white board, data projector (laptop computer available upon request. Request to be made at time of booking.)</li> <li>• Access to kitchenette with sink, tea and coffee making facilities; microwave, mini-bar.</li> <li>• 6 tables</li> <li>• 30 chairs</li> </ul>	Temporary COVID-safe capacity:  10 people	\$35.00 (Commercial) \$18.00 (Community)
Discussion Room **	<ul style="list-style-type: none"> <li>• Ground level</li> <li>• Whiteboard</li> <li>• Access to upstairs kitchenette with sink, tea and coffee making facilities; microwave, fridge</li> <li>• 4 tables</li> <li>• 16 chairs.</li> </ul>	16 people	\$10 flat rate.  <i>Currently unavailable</i>

These rooms are available for approved events during library operating hours. Access will not be permitted before or after these hours. **Monday to Saturday 10.00 a.m. – 4.45 p.m.**

Note that the hirer will be charged if rooms are left unclean or any items are damaged. Future bookings will be reviewed and may be cancelled on basis of the room's condition. This will be at the discretion of Maribyrnong Library Service. The hirer shall indemnify and agree to keep indemnified Council, its employees, representatives and agents against all claims, demands, actions, proceedings, costs, expenses and liabilities (including without limitation legal costs and disbursements on a full indemnity basis) suffered or incurred by Council directly or indirectly as a result of any breach of your obligations under the Agreement and against all claims, demands, actions, proceedings, costs, expenses, liabilities (including without limitation legal costs and disbursements on a full indemnity basis) arising or connected in any way with the Agreement.

## Conditions of Use

---

- The rooms are available for meetings, classes, training sessions and other approved events
- The rooms are not available for hire for social functions such as birthday parties, weddings, christenings etc.
- Confirmation of booking will be dependent on room availability and satisfaction of purpose of use requirements.
- A small kitchen with boiling water, microwave and fridge is available. Cooking is not permitted. Users need to provide their own refreshments.
- Users are responsible for set up of tables and chairs and tidying up. Rooms are to be returned to original layout. Rooms must be left in the same condition as they were before use.
- If booking time runs through to library closing time, users are to ensure that they have tidied up, and are ready to exit the room by no later than 4:45pm Monday – Friday or 4.45pm Saturday. Additional charges will apply if this condition is not met.
- Users will be charged if rooms and/or equipment are left unclean or damaged. This includes:
  - All surfaces including tables, chairs, bench tops and sinks must be wiped clean
  - Whiteboards must be wiped clean
  - Writing/scribble on walls must be wiped clean
- Cancellations must be given forty-eight hours prior to the booked date.
- Photography: Photographs are not allowed to be taken in any public area beyond the meeting room space.
- Tables and chairs: tables are not to be stacked, one on top of the other.
- Projector is available for use upon request at time of booking (subject to availability).  
Please note: IT support is available where possible. During library peak times such as Saturdays and Sundays, assistance may be limited or not be available.

### Regular bookings.

Refers to, as a minimum, more than three bookings made within a designated time period. It may be necessary to limit regular bookings to ensure there is equity of usage, and this will be at the discretion of Maribyrnong Library Service. Each booking will be assessed before confirmation is given.

Regular bookings will run within the span of a calendar year. Booking cycle will run for a period of six months, from January – June, and July – December.

### Casual bookings.

Refers to one off or occasional bookings made by an individual, group or organisation within a six month period.

## Maribyrnong City Council

Street Address:  
Cnr Napier and Hyde Streets  
Footscray  
Postal Address:  
PO Box 58, Footscray, Vic 3011

P: (03) 9688 0200  
F: (03) 9687 7793  
email@maribyrnong.vic.gov.au  
www.maribyrnong.vic.gov.au



---

## Disputation.

Maribyrnong Library Services reserves the right to cease booking arrangements in regard to confirmed bookings that have been made by the hirer. Should the hirer wish a review of the decision, the request is to be submitted to the Coordinator, Libraries, stating reason for the review and other relevant details.



NRS: 133 677 or 1300 555 727  
www.relayservice.com.au



TIS: 131 450



Printed on 100% recycled paper

**Regular booking: please complete.**

**FOOTSCRAY LIBRARY**  
**56 Paisley St, Footscray - Ph. 9688 0290**  
**REGULAR ROOM HIRE – APPLICATION FORM**

Name of Organisation: \_\_\_\_\_ Contact person: \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_ ABN: \_\_\_\_\_

Tel. No (BH) \_\_\_\_\_ (AH) \_\_\_\_\_ Mob: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for the hire: \_\_\_\_\_ No. attending: \_\_\_\_\_

ROOMS	CAPACITY	DATE & TIME REQUIRED	HOURLY RATE
<input type="checkbox"/> <b>Conference Room</b> Temporary COVID-safe capacity (10)		Day: _____ From ____:____ to:____:____	_____
<input type="checkbox"/> <b>Discussion Room</b> Tables and chairs (15) Lecture style (20)		Day: _____ From ____:____ to:____:____	_____

Currently unavailable

**HOURLY RATE:** \$ \_\_\_\_\_ per \_\_\_\_\_ hours      Total: \$ \_\_\_\_\_  
 Total Paid: \$ \_\_\_\_\_

Method of payment:  
**PAYMENT ON THE DAY:** \_\_\_\_\_ Cash       EFTPOS       **INVOICE REQUIRED:**

**COVIDSAFE Plan submitted**       **COVIDSAFE Plan confirmed**

**Rate Per Hour:** as at 1 July 2020 – 30 June 2021.

**CONFERENCE ROOM:** \$35.00 per hour (Community rate: \$18.00).

**DISCUSSION ROOM:** \$14.00 per hour.

Note that the hirer will be charged if rooms are left unclean or any items are damaged. Future bookings will also be reviewed and may be cancelled on basis of the room's condition. This will be at the discretion of Maribyrnong Library Service. In signing this application form you agree to the conditions of use.

The hirer shall indemnify and agree to keep indemnified Council, its employees, representatives and agents against all claims, demands, actions, proceedings, costs, expenses and liabilities (including without limitation legal costs and disbursements on a full indemnity basis) suffered or incurred by Council directly or indirectly as a result of any breach of your obligations under the Agreement and against all claims, demands, actions, proceedings, costs, expenses, liabilities (including without limitation legal costs and disbursements on a full indemnity basis) arising or connected in any way with the Agreement.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Maribyrnong Library Services staff:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**REGULAR ROOM HIRE - AGREEMENT**

I \_\_\_\_\_, \_\_\_\_\_  
**(Name of Hirer)** **(Name of Organization/Group)**

of \_\_\_\_\_ Post Code: \_\_\_\_\_  
**(Address)**

am aware of the conditions of use guidelines , and agree to comply with all the requirements.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Maribyrnong Library Services staff:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Privacy Statement:** The personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information requested on this form is being collected by Council for reference and identification, mailing purposes, or related purposes. Council may disclose this information to other organisation if required by legislation. The Hirer understands that the personal information provided is for the above purpose that he/she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer.

