Application for Booking Library Meeting Rooms

Check room availability before completing this form (Tick the boxes as applicable)

- ☐ **Armadale Library**   Max capacity 35   **Ph: 9394 5125**
- ☐ **Training Room Armadale**   8 PCs plus trainer   **Ph: 9394 5125**
- ☐ **Kelmscott Library**   Max Capacity 12 door closed or 30 door open   **Ph: 9394 5810**
- ☐ **Seville Grove Library**   Max capacity 50   **Ph: 9394 5800**

Name of Group: _____

Session Name: _____

Primary Contact: _____ Phone Number: _____

Secondary Contact: _____ Phone Number: _____

Email: _____

Contact Address: _____

☐ **Singular Booking**

Day/Date Required: _____ Number of attendees: _____

Start Time: _____ Finish Time: _____

☐ **Regular/Ongoing Bookings**

Day/Date Required: _____ Frequency (weekly, monthly etc): _____

Start Date: _____ End Date: _____

Start Time: _____ Finish Time: _____

Number of attendees: _____

Note: Include time for room setup before and after your scheduled meeting time. Tables and chairs are available for use. It is a condition of hire that the room be returned to its original layout.

☐ **Audio/Visual (A/V) equipment required**

Armadale Library	**Training Room**	**Kelmscott Library**	**Seville Grove Library**
T.V. projector	Projector	Projector	T.V. projector
Speakers	Screen	Screen	Speakers
Microphone	Speakers	Speakers	Microphone

The Training Room is only available for non-commercial use (Windows 10 and Microsoft Office 2016).

Laptops are available (Windows 10 and Microsoft Office 2016).

Internet access is provided by public Wi-Fi. Contact your telecommunications provider should you require additional internet access.

Use of this equipment is subject to the conditions shown on the back of this form, and will incur additional charges, as below. Contact the relevant library with any enquiries regarding the A/V equipment.

☐ **Community Groups**

(Not For Profit, Community Based Organisations)

Per Hour or part thereof	$12.50
Per Hour or part thereof with A/V	$16.50
Per Day	$68.00
Per Day with A/V	$91.00

☐ **Commercial Groups**

(Business and individuals)

Per Hour or part thereof	$17.50
Per Hour or part thereof with A/V	$23.50
Per Day	$101.00
Per Day with A/V	$126.50

Prices are subject to change without notice, in accordance with the *City of Armadale Schedule of Fees and Charges.*

I agree to the terms and conditions shown on the back of this form:

Name: _____

Signature: _____ **Date:** _____

LIBRARY MEETING ROOM CONDITIONS OF USE

These conditions are designed to ensure the comfort and safety of all users of the Meeting Room. They have been produced in addition to the City of Armadale *Library Membership Terms and Conditions*, which may be viewed on request.

- Room hire is approved on the strict understanding that activities conducted in the room will not interfere with the comfort, security or safety of other library patrons.

- For reasons of safety and security, it is important that you inform library staff when vacating the premises at the end of the hire period.

- Please leave the room clean and tidy after use.

- Payment for room hire is to be made on or before the day of use, unless alternative arrangements have been made with the Branch Librarian.

- Cancellations must be made at least 24 hours in advance or the fees and charges must be honoured.

- Two or more consecutive 'no shows' may result in the group forfeiting future bookings.

- The room is to be vacated half an hour before the Library's closing time, unless prior arrangements have been made for use outside normal business hours.

- Please inform library staff of any damage incurred or noticed during your visit.

- Please take care to ensure the safety of children in your care while using the room.

- In the case of AV equipment hire, it is required that a staff member check the equipment prior to you leaving the premises.

- Smoking, alcohol, and animals are not permitted.

- Please take care of your property, as the Library cannot take responsibility for any theft or damage to items which occurs while using the room.

- City of Armadale Library Services take no responsibility for any loss of or damage to data while utilising our equipment.

- Library staff do not provide support for software being used, or for any issues relating to compatibility with our equipment/software.

- The hirer is responsible to take due care of the equipment whilst in their use and must report any damage incurred during their booking to a staff member.

STAFF USE ONLY

Date of Payment:_____   **Receipt:**_____

Payment Taken By:_____

☐ **Confirmation copy given to applicant**

For regular / reoccurring bookings, please attach the Ongoing Payment Form.

After Session Room Checked By:_____

☐ **Clean/Tidy**   ☐ **Equipment Checked**