



Gold Coast Libraries meeting space bookings

Acceptance criteria

The following criteria applies for any use of meeting spaces at Gold Coast Libraries:

1. Not-for-profit organisation or community group (excluding political and religious groups).
2. Social groups e.g. Book Clubs, Chess Clubs and Board Game groups etc.
3. Small businesses in the City of Gold Coast may use the library meeting room for non-revenue raising purposes only (i.e. business meetings, business development or co-working opportunities).

Not eligible

1. Community groups or businesses seeking to sell items, products or services or impose an entrance or ticket fee for their event.
2. Physical exercise activities such as Zumba and Pilates or activities that generate excessive noise.

Application process

Before completing a booking enquiry form, applicants must first:

1. Check your group's eligibility as listed within the library meeting room booking form.
2. Read and accept the Conditions of Use for Library Meeting Rooms.
3. Lodge your booking enquiry form in person at your local library or via email librarysupport@goldcoast.qld.gov.au

Additional questions can be directed to the Library Customer Care Team by phoning 5667 5940

Conditions of Use for Library Meeting Rooms

Meeting room users must agree to abide by the following:

1. The meeting room organiser is responsible for ensuring that all participants in the booking comply with the Conditions of Use for Library Meeting Rooms and all applicable library policies and guidelines.
2. Library meeting rooms are only available during library hours and are free of charge for community groups and small businesses located or operating in the City of Gold Coast.
3. The meeting room organiser must be a City of Gold Coast library member. Library membership is free.
4. Bookings are limited to a maximum of 3 hours with a limit of one booking per group, per day.
5. Groups must consist of 2 or more people.
6. Library meeting room use are available for not-for-profit, non-commercial activities only. The library meeting rooms cannot be used to promote services or provide products for sale.
7. Library members who operate or work for a small business in the City of Gold Coast may use the library meeting rooms for non-revenue raising purposes only (i.e., business meetings, business development, or co-working opportunities).
8. The meeting room organiser cannot charge participants for attendance at meetings held in the library meeting rooms.
9. Users must familiarise themselves with the location of the emergency exits. In the event of an emergency, all members of the public must follow the instructions of the Emergency Warden.
10. Users can not store equipment in library meeting rooms and are responsible for any equipment or furniture they bring into the room. When using their own equipment, meeting room users are responsible for ensuring the room still adheres to all applicable workplace health and safety standards.
11. It is the responsibility of the group using the facility to leave the room in a clean state, with the furniture returned to its original position, and all rubbish placed into the bins provided.
12. The user is to exercise all reasonable care when using the meeting room and its facilities. Users are to accept full responsibility for any damage to the meeting room, its fittings, furniture and/or equipment during each booking.
13. The user accepts all liability for any claims, damages, loss or bodily injury to the user or any other person in or about the library meeting rooms due to any breach by the user/s of any of the provisions hereof or by reason of any act of negligence by the user or by any guest or invitee of the user.
14. No responsibility is accepted by Gold Coast Libraries for any loss or damage of items left in the library meeting rooms by the user or by any guest or invitee of the user.
15. Users must not do anything that could void or affect the insurance on the meeting room or its contents, including actions that could increase the costs of insurance premiums.
16. Gold Coast Libraries reserves the right to cancel any scheduled meeting room bookings in the event of a prior need for library facilities or meeting rooms.
17. The General Manager Libraries or delegate has the right to discontinue an agreement at any time, by providing notice in writing to the user.

Library meeting rooms

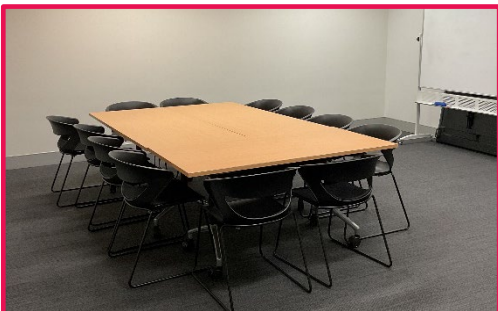
Broadbeach Library



Elanora Library



Nerang Library

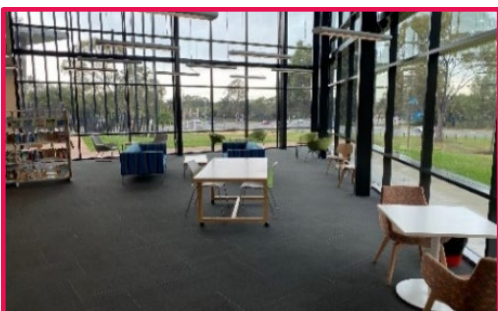


Southport Library



Library meeting spaces (open areas)

Upper Coomera Library



Library meeting space booking enquiry

Applicant details

Name of group

Contact Name

Library membership number

Phone number

Email address

Please review and tick the following points to confirm your booking meets the eligibility criteria:

- Not-for-profit group or Community or Social group or Gold Coast small business
 No charge is being made for attending the activity/event in the library meeting space
 I have a current Gold Coast Libraries membership card

Description of booking requirements and activities

Booking information (all bookings subject to confirmation)

Space requested – capacity limit

- Broadbeach Library Meeting Room (Capacity: 40 both theatre style or table seating)
 Elanora Library Meeting Room (Capacity: 50 theatre style, or 32 table seating)
 Nerang Library Meeting Room (Capacity: 30 theatre style, or 18 table seating)
 Southport Library Meeting Room (Capacity: 48 theatre style, or 32 table seating)
 Upper Coomera Library Space (Capacity: 16 seated) NOTE: This is a public space, not a private room.

Is this a recurring booking? Y/N	Frequency weekly/fortnightly/ monthly	Meeting spaces are only available during library opening hours	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start date	Start time	Finish time	Expected number of users						

Applicant declaration

I _____ make this request on my own behalf or on behalf of _____. I have read and agree to the Conditions of Use for Library Meeting Rooms. I understand I will be notified of the outcome of my booking request within 2 business days of submitting this request.

Signed by

Signature

Date

Completed booking enquiry forms can be returned to your local library or emailed to librarysupport@goldcoast.qld.gov.au

Privacy Notice: The City of Gold Coast (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the Information Privacy Act 2009 (Qld) and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to <http://www.goldcoast.qld.gov.au/privacy-81.html>. Council may also use your personal information in order to contact you to provide you with information regarding Council functions and services. If you do not wish to receive such information please opt out using the unsubscribe link in the communication material sent to you.