Stonnington Library and Information Service
Meeting Room Hire Policy and Guidelines

Introduction

Stonnington Library and Information Service provides for hire five meeting rooms across our four libraries; Malvern, Phoenix Park, Prahran and Toorak/South Yarra.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Location</th>
<th>Melways Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malvern Library</td>
<td>Upper Level 1255 High Street, Malvern</td>
<td>Map 59-C8</td>
</tr>
<tr>
<td>Phoenix Park Library</td>
<td>Ground Floor 30 Rob Roy Road, Malvern East</td>
<td>Map 69-D2</td>
</tr>
<tr>
<td>Prahran Library</td>
<td>Ground Floor 180 Greville Street, Prahran</td>
<td>Map 58-C5 or Map 2L-E10</td>
</tr>
<tr>
<td>Toorak/South Yarra Library</td>
<td>Lower Level, 340 Toorak Road, South Yarra</td>
<td>Map 58-F3 or Map 2M-A6</td>
</tr>
</tbody>
</table>

The Library Meeting Rooms offer conveniently located venues for meetings, seminars, training sessions and workshops, and are available for hire during library opening hours. Each venue is well served by public transport.

Aims

- To provide venues which encourage and foster community participation in educational and recreational pursuits.
- To provide quality venues for use by local residents and the wider community for meetings and social engagement.

Room Usage

Activities considered appropriate include meetings, seminars, training sessions, workshops and other programs.

The following conditions must be adhered to by all hirers:

- Parties, private functions and gambling are not permitted.
- In accordance with current regulations all Council buildings, including Library Meeting Rooms, are non-smoking venues.
- All activities are to be completed and the facility vacated by no later than the booking finish time.
- Noise levels must be kept at an acceptable level when a group is either using or vacating the premises.
- The facility’s address must not be used as a contact place or registered office.
- Groups and individual users of the facilities are not permitted to store materials or equipment within Meeting Rooms.
The hirer is responsible for leaving the rooms in a tidy condition and all fixtures and utensils in good order and condition.

Hirers are not permitted to use screws, nails, tacks or tape in or on any part of the floors, walls or ceiling of Library buildings, including within the Meeting Rooms.

Hirers are responsible for setting up the room to their own requirements and replacing all equipment and furniture to original positions at the end of each booking.

Hirers must include preparation and clean-up time in their booked hours.

**Booking Times Available**

<table>
<thead>
<tr>
<th>Booking Hours</th>
<th>Malvern</th>
<th>Phoenix Park</th>
<th>Prahran</th>
<th>Toorak/Sth Yarra</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>9am – 7.30pm</td>
<td>9am – 5.30pm</td>
<td>9am – 5.30pm</td>
<td>9am – 7.30pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9am – 7.30pm</td>
<td>9am – 5.30pm</td>
<td>9am – 5.30pm</td>
<td>9am – 7.30pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9am – 7.30pm</td>
<td>9am – 5.30pm</td>
<td>9am – 5.30pm</td>
<td>9am – 7.30pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>9am – 7.30pm</td>
<td>9am – 5.30pm</td>
<td>9am – 5.30pm</td>
<td>9am – 7.30pm</td>
</tr>
<tr>
<td>Friday</td>
<td>9am – 5.30pm</td>
<td>9am – 5.30pm</td>
<td>9am – 5.30pm</td>
<td>9am – 5.30pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>10am – 4.30pm</td>
<td>10am – 12.30pm</td>
<td>10am – 12.30pm</td>
<td>10am – 4.30pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>2pm – 4.30pm</td>
<td>Library Closed</td>
<td>Library Closed</td>
<td>2pm – 4.30pm</td>
</tr>
</tbody>
</table>

**Room Capacity**

<table>
<thead>
<tr>
<th>Venue</th>
<th>Maximum Capacity (seated ‘theatre’ style)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malvern Library</td>
<td>20 people</td>
</tr>
<tr>
<td>Phoenix Park Library – small room</td>
<td>15 people</td>
</tr>
<tr>
<td>Phoenix Park Library – large room</td>
<td>35 people</td>
</tr>
<tr>
<td>Prahran Library</td>
<td>40 people</td>
</tr>
<tr>
<td>Toorak/South Yarra Library</td>
<td>100 people</td>
</tr>
</tbody>
</table>

**Equipment**

Stonnington Libraries does not provide for hire or loan any audio-visual equipment, though hirers are permitted to bring their own.

Wi-Fi is provided at all Stonnington Libraries. Please note that membership is required in order to access this service – membership is free of charge and open to all.

Whiteboards are provided in each room, and hirers are required to make their own arrangements regarding whiteboard markers and cleaners.
<table>
<thead>
<tr>
<th>Venue</th>
<th>Chairs</th>
<th>Tables</th>
<th>Whiteboard</th>
<th>Hot Water</th>
<th>Refrigerator</th>
<th>Microwave</th>
<th>Portable Urn</th>
<th>Cups / Mugs</th>
<th>Glassware</th>
<th>Trolley</th>
<th>Lecturn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malvern Library</td>
<td>16</td>
<td>4</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phoenix Park Library</td>
<td>36</td>
<td>6</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prahran Library</td>
<td>40</td>
<td>2</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toorak/South Yarra Library</td>
<td>100</td>
<td>12</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
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</tbody>
</table>

All furniture and equipment remains the property of the City of Stonnington and must not be removed or relocated outside the facility.

**Bookings**

A Booking Form must be completed and provided to SLIS at least one week prior to the required booking. Where telephone bookings are accepted, the Booking Form must be received within ten working days of the booking being made. Written confirmation of bookings will be forwarded by email or mail as appropriate. Failure to disclose the exact nature of the function or proposed use of the facility or any other relevant information on the Booking Form may jeopardise future bookings of the Stonnington Library Meeting Rooms. Further enquiries may be made by contacting Stonnington Libraries on 8290 8002.

**Permanent / Ongoing Bookings**
Stonnington Libraries is unable to accept permanent bookings. Bookings will only be accepted for a maximum period of twelve months, with a maximum usage of ten hours per week. Groups wishing to apply for longer terms should submit their written request to the Manager, Leisure and Libraries.

**Fees and Charges**

Invoices for applicable hire fees are issued monthly in arrears, and are payable within 30 days of issue. Payment may be made via telephone, BPAY, mail, Internet or in person at Council Offices, Commonwealth Bank branches or Australia Post Offices. Details of these payment methods are provided on invoices.

<table>
<thead>
<tr>
<th>Applicable charge</th>
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</thead>
<tbody>
<tr>
<td>Non-profit Organisations $16.50 per hour or part thereof</td>
</tr>
<tr>
<td>Commercial Organisations $33.50 per hour or part thereof</td>
</tr>
<tr>
<td>Public Liability Insurance $11 per reservation</td>
</tr>
</tbody>
</table>

Fees and charges detailed above are inclusive of GST.

Stonnington Library and Information Service reserves the right to request a bond and/or payment in advance as it considers necessary.
Public Liability Insurance

All hirers are required to be covered by Public Liability Insurance. Individuals, companies and groups holding Public Liability Insurance must provide a current copy of the Certificate of Currency with their application. Those without Public Liability Insurance must be covered under the Casual Hirer’s Insurance Cover through City of Stonnington, by paying an additional fee of $11 per booking.

Key / Security Pass

Keys/swipe passes may be collected from the library desk upon arrival for bookings, and must be returned to the library desk immediately following the finish of any activity.
The hirer is responsible for ensuring that keys and swipe passes remain in control of the hirer only. If keys are not returned to the library, Stonnington Libraries reserves the right to refuse or cancel future bookings. Lost keys or swipe passes must be immediately reported to Library Staff. The hirer may incur an additional cost for replacement of keys or swipe passes.

Access

Disabled Access
Disabled access is provided via ramps at the entrances to buildings, and by passenger lifts at Malvern and Toorak/South Yarra Libraries. Swipe-card access is required to operate the lift at Malvern Library.

Car Parking
Limited parking is available at all venues and in neighbouring streets. Hirers are responsible for their own vehicles with regard to parking and no parking permits can be allocated. SLIS will not be held responsible for any parking infringement notices received by the hirer or any vehicles associated with the event.

Catering

Hirers may provide light refreshments within the rooms, and are responsible for arranging any catering required. The venues are not appropriate for serving meals. All venues provide kitchenette facilities, including hot water and refrigerators. Crockery and glassware sufficient for the room capacity is provided in each of the rooms. Hirers are required to clean and dry all items used and return them to the cupboards. Gas bottles, open flames and/or cooking are not permitted within the venue at any time.

The Phoenix Park Café provides a catering service for events within the Phoenix Park Community Centre, including the Library meeting rooms. For more information, phone the café on (03) 9563 4587.

Cancellations

We require at least 24 hours notice of cancellations. Failure to provide such notice may result in the full hire fee being incurred.
Emergency Procedures

In the event of an emergency or evacuation, hirers must follow the instructions of Library Staff. Should any problems occur during hire, please see the staff at the Library front desk.

Floor Plans

Inspection of the venues is recommended. Whilst the following floor plans provide an indication of layout, please note that they are not to scale.

Prahran Library

The Prahran Library meeting room can be divided to create a smaller space if required, making it flexible and convenient for smaller groups.
**Malvern Library**

The Malvern Library meeting room is located on the upper level of the Library building, and is accessible by stairs or the passenger lift.

![Diagram of Malvern Library](image)

**Phoenix Park Library**

There are two meeting rooms at the Phoenix Park Library, located on the ground floor with easy access via ramps at the entrance to the building.

![Diagram of Phoenix Park Library](image)
Toorak South Yarra Library

The largest of the Library venues, the Toorak South Yarra meeting room is located on the lower level of the building, and is accessible by stairs and a passenger lift.

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**Toorak South Yarra Library**

The largest of the Library venues, the Toorak South Yarra meeting room is located on the lower level of the building, and is accessible by stairs and a passenger lift.
Additional Terms and Conditions of Hire

In addition to the information provided above, the following conditions apply to all bookings.

- Invoices for hire fees are issued monthly in arrears, and are payable within 30 days of issue. Any costs, fees or expense incurred by SLIS for non-payment of hire fees, including administrative costs, debt collection, agency fees and legal costs and expenses, will be met by the hirer.
- The hirer must at all times comply with any:
  - Reasonable direction by SLIS
  - Council rules, regulations and Local Laws
  - Any other applicable legislation.
- SLIS may cancel any booking:
  - If SLIS becomes aware that the proposed event is objectionable, dangerous, infringes any copyright or other intellectual property rights, is prohibited by law, or would be detrimental to Council.
  - If the venue is required for Council functions or Municipal, State or Federal elections.
  - In the event of an emergency or if deemed otherwise necessary.
- SLIS reserves to right to terminate the booking immediately if the hirer fails to comply with reasonable instructions in relation to use of the venue.
- SLIS may expel from the venue any person who breaches any of these conditions of hire.
- Bookings are limited to meeting rooms only. Foyers, hallways or areas outside the booked room may not be used.
- No banners or advertising material can be placed on the outside or inside of the building at any time.
- No spruiking is allowed at any time outside or inside the building hired.
- The hirer indemnifies SLIS against any liability or loss which may arise from, and any costs, charges or expenses incurred in connection with:
  - Any damage to the venue (fair wear and tear excepted)
  - Any loss or damage to any property or thing on or near the venue
  - The death of or injury to any person in or near the venue
- Hirers are responsible for leaving the venue in good repair and condition, removing all rubbish from the venue or placing rubbish in bins where appropriate.
- The hirer must not do or allow to be done anything which may destroy or cause damage to the venue. The hirer must not do anything that may render void any insurance policy in relation the venue.
- The hirer agrees that any damage caused to the venue must be immediately reported to SLIS, and that the hirer may be liable for costs to repair such damage.
- SLIS will not assume any responsibility for any goods or equipment left at the venue.
- If alcohol is intended to be consumed at the venue, the hirer must:
  - Obtain the appropriate permit from the Liquor Control Commission.
- Provide a copy of the permit to SLIS at least ten working days before the hire date
- Display the permit at the venue during the hire period.
- SLIS may prohibit alcohol being brought into, distributed or consumed at the venue if it deems necessary.
- It is the responsibility of the hirer to ensure that all emergency exits, access ramps and stairways remain clear at all times.
- Children must be supervised at all times by a responsible adult.
- Animals (with the exception of guide dogs for the visually impaired) are not permitted at the venue unless written approval has been given by SLIS.

Privacy and Data Protection Act 2014
Any personal information collected or obtained from library users will not be used for any other purpose, other than for the provision, review or improvement of library services. Council’s Privacy and Data Protection Policy, and how any changes may be made to your personal details, can be viewed on Council’s website [www.stonnington.vic.gov.au](http://www.stonnington.vic.gov.au)