

# CityLibraries' Public Meeting Rooms Policy

## Local Government Act 2009

### 1. POLICY STATEMENT

Townsville City Council provides access to its public meeting rooms to allow commercial users, community groups, special interest groups and not-for-profit organisations to hold meetings and workshops on a periodic basis.

This policy refers to the following public meeting rooms:

- Aitkenvale Library Meeting Room (CityLibraries Aitkenvale);
- Aitkenvale Raintree Meeting Room (CityLibraries Aitkenvale);
- Mixhaus @ Aitkenvale (CityLibraries Aitkenvale)
- Von Stieglitz Meeting Room (CityLibraries Thuringowa Central);
- Learn Space (CityLibraries Thuringowa Central); and
- John Mathew Meeting Room (CityLibraries Flinders Street).

### 2. PRINCIPLES

This policy provides guidelines under which Townsville City Council public meeting rooms may be used for organised meetings and workshops.

The Council will manage the use of the Council's public meeting rooms to:

- Ensure their availability for Council purposes when required;
- Maximise opportunity for use by not-for-profit and non-funded government community groups; and
- Encourage commercial use of the Learn Space, Von Stieglitz Meeting Room and John Mathew Meeting Room (CityLibraries Flinders Street) for community learning initiatives.

The Council will not discriminate based on the purpose or interest of any proposed user of the meeting rooms, except that the use must be lawful and community focused (not a private interest such as a party).

### 3. SCOPE

This policy applies to all non-Council use of the library's public meeting rooms.

### 4. RESPONSIBILITY

The Team Manager, Libraries is responsible for ensuring that this policy is understood and adhered to by all workers, commercial and government sectors, community groups, special interest groups and organisations utilising Townsville City Council's public meeting rooms.

The CityLibraries Coordinator Library Operations and Resources is responsible for the administration of bookings of the Aitkenvale Library Meeting Room, Aitkenvale Raintree Meeting Room, John Mathew Meeting Room (CityLibraries Flinders Street), Von Stieglitz Meeting Room (CityLibraries Thuringowa Central) and Learn Space (CityLibraries Thuringowa Central).

## 5. DEFINITIONS

**Commercial Users** – means businesses, government departments, and any individual or group (including community and special interest groups) organizing events at which a fee is paid to attend or participate; goods (other than light refreshments for consumption during the event) are sold; or a present/facilitator is paid to organize and/or run the event.

**Manager** – includes persons appointed to positions with the title, Team Manager, General Manager, Principal, Director and Chief.

**Non-Commercial Users** – means all users other than commercial users. It is anticipated that these will primarily be Townsville based not-for-profit groups where members of the community gather together on a volunteer basis to participate in their chosen interest.

**Periodic Booking** – means a booking from a non-commercial user under which a meeting room is used at a regular interval within a single year, for example, weekly, monthly or quarterly.

**Workers** – includes employees, contractors, volunteers and all others who perform work on behalf of council.

## 6. POLICY

The Council wishes to maximize the diversity of use of its public meeting rooms, and to achieve that will maintain a range of meeting rooms and the use of those rooms to provide a range of use opportunities.

The Council will not allow a non-commercial user to use any public meeting room more frequently than once per week. A block booking of several consecutive days will be regarded as a single use under this policy.

### 6.1 COUNCIL PRIORITY

The Council has priority in the use of the public meeting rooms and reserves the right to cancel any booking without notice, to use any and all public meeting rooms for its own purposes. The council will not be liable to any person for any costs arising from the cancellation of a booking to allow a council use to proceed.

If the Council requires the use of a public meeting room at a time that conflicts with another booking, the Council will contact the external users as soon as possible to advise the group of the cancellation and arrange another suitable time/date. The Council reserves the right to transfer bookings from one room to another, if required, to accommodate Council business or additional use by community groups.

### 6.2 BOOKING ARRANGEMENTS

Each year the Council will call for expressions of interest to book use for some of its public meeting rooms, however the Council may accept bookings at any time throughout the year for:

- The remainder of that year if the booking is a periodic booking; or
- Any time if the booking is not a period booking.

Current users will not be given preferential treatment for future bookings. The Council may award bookings as the Council sees fit when the Council believes that is in the community interest.

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### 6.3 THE VON STIEGLITZ MEETING ROOM AND LEARN SPACE – CITYLIBRARIES THURINGOWA CENTRAL, AITKENVALE RAINTREE – CITY LIBRARIES AITKENVALE

The Von Stieglitz Meeting Room, Learn Space, Aitkenvale Raintree Meeting Room and NBN Lounge will be made available free of charge to non-commercial users, and to government sectors where learning initiatives are non-profit making. The rooms will also be made available for commercial use.

A preference will be exercised against periodic bookings for these rooms. Bookings will be allocated in the order in which they are received.

### 6.4 JOHN MATTHEW MEETING ROOM – CITYLIBRARIES FLINDERS STREET

This room will be made available to both commercial and non-commercial users. A preference will be exercised against periodic bookings for this room. Bookings will be allocated in the order in which they are received.

### 6.5 AITKENVALE LIBRARY MEETING ROOM – CITYLIBRARIES AITKENVALE

This room will be made available to non-commercial users only. A preference will be exercised in favour of periodic bookings for this room. Bookings will be allocated in the order in which they are received.

### 6.6 ROOM USE PROCEDURES

Users must comply with the applicable room use procedures.

Fees and charges for the commercial use of public meeting rooms are published annually by council and are available on council's website at [www.townsville.qld.gov.au](http://www.townsville.qld.gov.au).

Townsville City Council will charge for any damage caused to its meeting rooms, its furnishings, fittings or fixtures during the period of hire.

## 7. LEGAL PARAMETERS

*Anti-Discrimination Act 1991*

*Local Government Act 2009*

*Local Government Regulations 2012*

## 8. ASSOCIATED DOCUMENTS

Application for Room Hire Form

Booking Procedures and Conditions of Use for CityLibraries Aitkenvale Meeting Room, CityLibraries Aitkenvale Raintree Meeting Room, CityLibraries Flinders Street John Mathew Meeting Room, CityLibraries Thuringowa Central Von Stieglitz Room and Learn Space