Citylibraries Public Meeting Room Procedure

Contents

Electronic version current uncontrolled copy valid only at time of printing.
Document No. – 26923861
Authorised by – Director, Community, Environment & Lifestyle
Document Maintained by – Community & Lifestyle

Version No.1
Initial Date of Adoption (Version No. 1) – 21.02.25
Current Version Reviewed – 21.02.25
Next Review Date – 21.02.29
PAGE 2 OF 11

Community & Lifestyle **Citylibraries Public Meeting Room Procedure**

Document Set ID: 26923861
Version: 2, Version Date: 26/03/2025

Electronic version current uncontrolled copy valid only at time of printing.
Document No. – 26923861
Authorised by – Director, Community, Environment & Lifestyle
Document Maintained by – Community & Lifestyle

Version No.1
Initial Date of Adoption (Version No. 1) – 21.02.25
Current Version Reviewed – 21.02.25
Next Review Date – 21.02.29

Community & Lifestyle **Citylibraries Public Meeting Room Procedure**   **PAGE 3 OF 11**

Document Set ID: 26923861
Version: 2, Version Date: 26/03/2025

1.   Introduction

Townsville City Council (Council) Citylibraries provides access to public meeting rooms for community groups, not-for-profit organisations (incorporated associations), educational groups, business and private users. This service aligns with Council's commitment to fostering social connections, promoting lifelong learning and ensuring equal access to resources. By offering accessible, neutral spaces, Citylibraries create opportunities for collaboration, learning and civic involvement. This procedure outlines the process and guidelines for potential hirers to request and use library meeting rooms, ensuring these public spaces are used effectively and in alignment with Council's goals. The Citylibraries Policy generally guides and informs this procedure and can be read on Council's public website.

1.1. General Usage Requirements

Usage of the Citylibraries meeting rooms by community groups, not-for-profit organisations, businesses and private users will be in accordance with the Citylibraries Meeting Room Terms and Conditions.

2.   Definitions

Term	Definition
Bookable	The booking system used by Council to manage the bookings of the public meeting rooms.
Business	The Hirer is a registered business.
Commercial Use	The Hirer is: (a) a business; or (b) a community group that charges a fee for commercial gain to attend the workshop, function or activity being held in the meeting room.
Community Group	The Hirer is group of people who come together out of mutual benefit and interest.
Educational Group	The Hirer is a group with a focus on education.
Guest	A Private User who has not registered for a Bookable account, but can still access some meeting rooms.
Hirer	The community group, not-for-profit organisation (incorporated association), educational group, business or private user booking the meeting room.
Meeting Rooms	Rooms that are available for booking or hire. Fees and charges vary depending on the size and type of meeting room, the length of time being booked and the type of Hirer.
Non-Commercial Use	The Hirer:

Electronic version current uncontrolled copy valid only at time of printing.
Document No. – 26923861
Authorised by – Director, Community, Environment & Lifestyle
Document Maintained by – Community & Lifestyle

Version No.1
Initial Date of Adoption (Version No. 1) – 21.02.25
Current Version Reviewed – 21.02.25
Next Review Date – 21.02.29

Community & Lifestyle **Citylibraries Public Meeting Room Procedure**
PAGE 4 OF 11

Term	Definition
	(a) charges no fees or minimal fees for its service and the service is of direct benefit to the community, for example, not-for-profit and incorporated community groups such as U3A, NQ Scale Model Club or NQ Herb Society. Proof will be required; or (b) a Private User or community group of individuals who hire the venue for a social activity (please note Townsville Citylibraries cannot accommodate parties or functions such as birthdays, baby showers, etc.).
Non-Periodic Hire	Where the meeting room is booked on a once off basis or on an ad-hoc basis.
Not-For-Profit Organisation	Means an organisation whose contribution states that any profits or surpluses must be used to further the objectives of the organisation rather than benefit an individual. A registered non-profit organisation is incorporated under the *Corporations Act 2001* (Cth), or the *Associations Incorporation Act 1981* (Qld).
Periodic Hire	Where the meeting room is booked on a regular basis (i.e. weekly, fortnightly or monthly bookings).
Private User	An individual who has registered for a Bookable account and is verified.

3.   Citylibraries Aitkenvale

3.1. Aitkenvale Library Meeting Room

3.1.1 Room Usage

The Aitkenvale Library Meeting Room has been set up for non-commercial use by community groups and not-for-profit organisations.

The room can be used for non-commercial use by business groups; however, preference will be given to community groups.

The meeting room is available for periodic and non-periodic bookings; however, preference will be given to groups requiring periodic bookings.

The meeting room can be used for workshops, meetings and talks.

There is a limit of two bookings or sessions per week per group or organisation.

The maximum occupancy of the room is 32 people.

3.1.2 Bookings

Bookings for this meeting room will be called for in November for the following calendar year.

Bookings are allocated on a first in, first come basis.

Bookings are to be made via Council's online booking system Bookable through which Hirers must create an account.

Electronic version current uncontrolled copy valid only at time of printing.
Document No. – 26923861
Authorised by – Director, Community, Environment & Lifestyle
Document Maintained by – Community & Lifestyle

Version No.1
Initial Date of Adoption (Version No. 1) – 21.02.25
Current Version Reviewed – 21.02.25
Next Review Date – 21.02.29
PAGE 5 OF 11

Community & Lifestyle **Citylibraries Public Meeting Room Procedure**

3.1.3 Equipment and Facilities

This meeting room has the following equipment and facilities:

- small kitchenette with fridge, microwave and hot water facilities;
- 5 x flip top tables (2100mm x 800mm);
- 32 x stackable chairs;
- data projector with HDMI wall input. Hirers are required to bring their own cables to plug into the technology;
- in ceiling speakers;
- 1 x lectern;
- 1 x portable whiteboard;
- 2 x wall mounted whiteboards;
- toilet facilities; and,
- first aid kit and Automated External Defibrillator (AED).

3.1.4 Hours Available for Hire

This meeting room is available to be booked Monday to Sunday – 9am - 10pm.

3.1.5 Access and Security

Access to the meeting room during library hours is via the internal door between the library and the meeting room.

Access to the meeting room after library hours is via a pin code issued upon booking confirmation.

Users can access the room in their allocated time.

It is the responsibility of the Hirer to ensure that the storage cupboard is kept clean and tidy and in a safe manner.

It is the responsibility of the Hirer to ensure that the meeting room is left secure. Any call out fees incurred due to Security Services having to attend the meeting room due to lack of secure doors, will be payable by the Hirer.

3.2. Raintree Room

3.2.1 Room Usage

The Raintree Room has been set up for commercial and non-commercial use by businesses, community groups, educational groups, private users and not-for-profit organisations.

The meeting room is available for periodic and non-periodic bookings.

The meeting room can be used for interviews, research, study, work, online and face to face meetings.

There is a limit of one booking or session per week per group or organisation.

The maximum occupancy of the room is five people.

3.2.2 Bookings

Bookings for this meeting room are open continually, with confirmation of room hire received immediately.

Bookings are allocated on a first in, first come basis.

Electronic version current uncontrolled copy valid only at time of printing.
Document No. – 26923861
Authorised by – Director, Community, Environment & Lifestyle
Document Maintained by – Community & Lifestyle

Version No.1
Initial Date of Adoption (Version No. 1) – 21.02.25
Current Version Reviewed – 21.02.25
Next Review Date – 21.02.29
PAGE 6 OF 11

Community & Lifestyle **Citylibraries Public Meeting Room Procedure**

Bookings are to be made via Council's online booking system Bookable.

3.2.3 Equipment and Facilities

This meeting room has the following equipment and facilities available:

- 1 x table (2110mm x 800mm);
- 5 x stackable chairs;
- 1 x desktop computer with Microsoft Teams capability;
- 1 x wall mounted whiteboard; and,
- toilets are located at the bottom of the stairs on the ground floor.

3.2.4 Hours Available for Hire

Access to the meeting room is during Aitkenvale Library's opening hours only.

3.2.5 Access and Security

The room is located on the first floor, using the internal staircase on the middle of the library.

This meeting room has no disability access.

4.   Citylibraries Riverway

4.1. Von Stieglitz Meeting Room

4.1.1 Room Usage

The Von Stieglitz Meeting Room has been set up for non-commercial and commercial use by businesses, community groups, educational groups and not-for-profit organisations.

The meeting room is not available for periodic bookings, with a maximum of 6 bookings per year allowed

The meeting room can be used for conferences, workshops, meetings and talks.

The maximum occupancy of the room is 70 people.

4.1.2 Bookings

Bookings for this meeting room are open continually, with confirmation of room hire occurring within three business days.

Bookings are allocated on a first in, first come basis.

Bookings are to be made via Council's online booking system Bookable though which Hirers must create an account.

4.1.3 Equipment and Facilities

This meeting room has the following equipment and facilities available:

- small kitchenette with fridge, microwave and hot water facilities;
- toilet facilities are available on the pool level;
- 8 x fliptop tables (2100mm x 800mm);
- 2 x round tables (1800mm);

Electronic version current uncontrolled copy valid only at time of printing.
Document No. – 26923861
Authorised by – Director, Community, Environment & Lifestyle
Document Maintained by – Community & Lifestyle

Community & Lifestyle **Citylibraries Public Meeting Room Procedure**

Version No.1
Initial Date of Adoption (Version No. 1) – 21.02.25
Current Version Reviewed – 21.02.25
Next Review Date – 21.02.29
PAGE 7 OF 11

- 50 x stackable chairs;
- wall mounted screens with a HDMI wall input. Hirers are required to bring their own cables to plug into the technology;
- audio and video recording capabilities;
- 1 x portable whiteboard;
- a wet area with a sink;
- first aid kit and Automated External Defibrillator (AED); and,
- Von Stieglitz Meeting Room User Guide (guide to using the technology).

4.1.4 Hours Available for Hire

This meeting is available to be booked Monday – Sunday - 9am - 10pm.

4.1.5 Access and Security

Access to the meeting room is via a pin code issued upon booking confirmation.

Users can access the room in their allocated time.

It is the responsibility of the Hirer to ensure that the storeroom is kept clean and tidy and in a safe manner.

It is the responsibility of the Hirer to ensure that the meeting room is left secure. Any call out fees incurred due to Security Services having to attend the meeting room due to lack of secure doors, will be payable by the hirer.

4.2. Small Meeting Room 1

4.2.1 Room Usage

The Riverway Library Small Meeting Room 1 is available for commercial and non-commercial use by businesses, community groups, educational groups, guests, private users and not-for-profit organisations.

The meeting room can be used for interviews, research, study, work, online and face to face meetings.

The meeting room is available for periodic and non-periodic bookings.

There is a limit of one booking or session per week per private user or group.

The maximum occupancy of the room is three people.

4.2.2 Bookings

Bookings for this meeting room are open continually, with confirmation of room hire received immediately.

Bookings are allocated on a first in, first come basis.

Bookings are to be made via Council's online booking system Bookable.

4.2.3 Equipment and Facilities

This meeting room has the following equipment and facilities available:

- 1 x round table (1200mm);
- 3 x chairs;
- 1 x wall mounted screen; and,

Electronic version current uncontrolled copy valid only at time of printing.
Document No. – 26923861
Authorised by – Director, Community, Environment & Lifestyle
Document Maintained by – Community & Lifestyle

Community & Lifestyle **Citylibraries Public Meeting Room Procedure**

Version No.1
Initial Date of Adoption (Version No. 1) – 21.02.25
Current Version Reviewed – 21.02.25
Next Review Date – 21.02.29
PAGE 8 OF 11

- toilets are located in the library.

4.2.4 Hours Available for Hire

Access to the meeting room is during Riverway Library's opening hours only.

4.2.5 Access and Security

As mentioned above access to the meeting room is during Riverway Library's opening hours only.

4.3. Small Meeting Room 2

4.3.1 Room Usage

The Riverway Library Small Meeting Room 2 is available for commercial and non-commercial use by businesses, community groups, educational groups, guests, private users and not-for-profit organisations.

The meeting room can be used for interviews, research, study, work, online and face to face meetings.

The meeting room is available for periodic or non-periodic bookings.

There is a limit of one booking or session per week per private user or group.

The maximum occupancy of the room is six people.

4.3.2 Bookings

Bookings for this meeting room are open continually, with confirmation of room hire received immediately.

Bookings are allocated on a first in, first come basis.

Bookings are to be made via Council's online booking system Bookable.

4.3.3 Equipment and Facilities

This meeting room has the following equipment and facilities available:

- 1 x rectangular table (2100 x 800mm);
- 6 x chairs;
- 1 x wall mounted screen; and,
- toilets are located in the library.

4.3.4 Hours Available for Hire

- Access to the meeting room is during Riverway Library's opening hours only.

4.3.5 Access and Security

As mentioned above access to the meeting room is during Riverway Library's opening hours only.

Electronic version current uncontrolled copy valid only at time of printing.
Document No. – 26923861
Authorised by – Director, Community, Environment & Lifestyle
Document Maintained by – Community & Lifestyle

Version No.1
Initial Date of Adoption (Version No. 1) – 21.02.25
Current Version Reviewed – 21.02.25
Next Review Date – 21.02.29
PAGE 9 OF 11

Community & Lifestyle **Citylibraries Public Meeting Room Procedure**

Document Set ID: 26923861
Version: 2, Version Date: 26/03/2025

5. Citylibraries Flinders Street

5.1. John Mathew Meeting Room

5.1.1 Room Usage

The John Mathew Meeting Room has been set up for commercial and non-commercial use by businesses, community groups, educational groups, guests, not-for-profit organisations and private users.

The meeting room is not available for periodic bookings.

The meeting room can be used for workshops, meetings and talks.

The maximum occupancy of the room is 26 people.

5.1.2 Bookings

Bookings for this meeting room are open continually, with confirmation of room hire occurring within three business days.

Bookings are allocated on a first in, first come basis.

Bookings are to be made via Council's online booking system Bookable through which Hirers must create an account.

5.1.3 Equipment and Facilities

The meeting room has the following equipment and facilities available:

- toilet facilities are available external to the library;
- 4 x flip top tables (1800mm x 600mm);
- 1 x static table;
- 26 x stackable chairs;
- portable large screen with a HDMI input;
- 1 x lectern; and,
- 1 x portable whiteboard.

5.1.4 Hours Available for Hire

This room is available for hire only during the following Flinders Street library opening hours:

- Monday – Friday – 9am - 4.45pm;
- Saturday – 9am - 11.45am; and,
- Sunday – 9am - 12.45pm.

5.1.5 Access and Security

The room is located on the first floor of the Northtown building and is accessible through an internal staircase and a lift.

6. Associated Documents

Citylibraries Policy

Electronic version current uncontrolled copy valid only at time of printing.
Document No. – 26923861
Authorised by – Director, Community, Environment & Lifestyle
Document Maintained by – Community & Lifestyle

Version No.1
Initial Date of Adoption (Version No. 1) – 21.02.25
Current Version Reviewed – 21.02.25
Next Review Date – 21.02.29

Community & Lifestyle **Citylibraries Public Meeting Room Procedure**
PAGE 10 OF 11

Citylibraries Public Meeting Rooms Terms and Conditions

Electronic version current uncontrolled copy valid only at time of printing.
Document No. – 26923861
Authorised by – Director, Community, Environment & Lifestyle
Document Maintained by – Community & Lifestyle

Version No.1
Initial Date of Adoption (Version No. 1) – 21.02.25
Current Version Reviewed – 21.02.25
Next Review Date – 21.02.29

Community & Lifestyle **Citylibraries Public Meeting Room Procedure**
PAGE 11 OF 11