

**DOUGLAS LIBRARIES  
MOSSMAN MEETING ROOM  
INFORMATION SHEET  
Terms and conditions of use  
2019/2020**

ABN 71241237800

<b>Address</b>	<b>Mossman Library</b> [William Cowe Building] 14 Mill Street Mossman 4873
<b>Postal Address:</b>	Douglas Libraries P.O. Box 723 Mossman Qld 4873
<b>Contact:</b>	Mossman Library Staff during Library opening hours
<b>Telephone:</b>	4099 9495
<b>Opening hours</b>	Monday - Wednesday: 10am – 5pm Thursday: 10am – 6pm Friday: 10am – 4.30pm Saturday: 9am – 12 Noon Closed Public Holidays
<b>Type of Facility:</b>	1 public meeting room - Accommodates up to 12 people seated at tables, 25 standing. Accessible to Persons with Impaired Mobility Available during library opening hours
<b>Use of Facility:</b>	Via confirmed booking Mon, Tues, Wed 10am – 4.45pm Thurs 10am – 5.30pm Friday 10 to 4.15pm Sat 9 – 11.30am

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- 1 Meeting Room (approx. 5m X 5m (up to 25 people))
- Kitchenette

## **Furniture & Equipment**

### **Equipment**

- 1 x fixed whiteboard

### **Kitchen Facilities**

- Cups, glasses, water jugs, teaspoons
- Urn

### **Furniture**

- 4 Tables and 12 chairs

**Users need to  
provide all  
consumables, such  
as milk, tea, coffee  
and food**

## **Services Available**

- **Photocopier** Located in the public use area of the Library

In order to ensure the greatest availability of our facilities to the largest number of groups in our community, Douglas Libraries facilities are not available for:

- political meetings
- religious worship meetings
- private functions, e.g. weddings, birthdays etc.
- public meetings that could exceed maximum venue capacity

## **Terms & Conditions**

Douglas Libraries reserve the right to make amendments to these terms and conditions as required.  
*Doc 855839*

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- Organisations are limited to a series of 5 bookings per application.
- The Booking fee of \$31.10 includes use of the meeting room for a maximum of 3 hours.
- It is the Organisations responsibility to “set the Meeting Room up” and to return all furniture to where it was found.
- Douglas Libraries accepts Meeting Room applications on a first-in-first-served basis. This does not guarantee a booking place.
- Bookings will only be considered confirmed once the Administration Officer/Coordinator has approved an application AND ALL applicable fees and charges paid.
- **No tax invoices will be generated by Douglas Libraries prior to payment.**  
**A receipt (tax invoice) will ONLY be generated by Douglas Libraries on approval confirmation and payment for Meeting Room hire.**
- Payment can be made by either Cheque made out to Douglas Libraries, EFTPOS or cash.
- All Application for Use forms must be completed and all associated booking fees and charges paid in full **BEFORE** any booking will be considered confirmed. This must be done at least 48 hours prior to use.
- Once a Meeting Room booking has been confirmed, and associated fees paid, no refunds will be made.
- It is the responsibility of the applicant to contact the Library to determine whether or not a booking has been approved  
Douglas Libraries will cancel any bookings that have not been approved and/or confirmed by the Branch Supervisor.
- Douglas Libraries are unable to provide storage facilities for material/items required by the applicant.
- It is the responsibility of the applicant to bring any materials/items required by them at the time of the booking.
- Failure by any organisation/user to comply with any term and/or condition stipulated in this document will automatically result in a revocation of all Meeting Room booking/s.
- Douglas Libraries reserves the right to make amendments to these terms and conditions as required.

*To make a booking, complete the attached Application for Use form with your requirement(s) and return to the Mossman Branch Library.*

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**Fees and Charges (effective 01/07/2019)**

The following fees and charges will be payable:

**Category 1: Government, Semi-government, Corporate & Funded Community Groups**

Single Booking

\$31.10 per room Booking Fee applies

The booking fee covers a maximum of 3 hours use of the meeting room.

ADDITIONAL HOURS :

- An hourly rate of \$29.00 / hour

Eg. Meeting room is required for maximum of 3 hours – fee is \$31.10

Meeting room is required for 6 hours – fee is \$31.10 + 3 x \$29.00 = \$118.10

**Category 2: Community Service Organisations and Unfunded Community Groups.**

Single Booking

\$31.10 per room Booking Fee applies

The booking fee covers a maximum of 3 hours use of the meeting room.

ADDITIONAL HOURS :

- An hourly rate of \$11.70 / hour

Eg. Meeting room is required for maximum of 3 hours – fee is \$31.10

Meeting room is required for 6 hours – fee is \$31.10 + 3 x \$11.70 = \$66.20

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**Conditions of Use**

**All meeting room facilities are to be left clean and tidy.**

- **Kitchen facilities must be left in a clean condition. Failure to do so will incur cost recovery of cleaning charges.**

The signatory of the Application for Use form accepts responsibility for restoring the kitchen facility to a clean state before leaving the premises, and will be liable for any applicable cleaning charges.

- **All crockery and cutlery MUST be washed, dried and returned to the cupboards**
- Setting up of the room is the users' responsibility.
- It is the responsibility of the user to return furniture to the correct position.

**Please note - cleaning fees will be charged on a cost recovery basis should the meeting room not be left in a clean and tidy manner as ruled by the Branch Librarian.**

**Faults, Damages and Breakages**

All incidents, problems, damage or faulty equipment etc. must be reported to staff.

Douglas Libraries is not liable for damage to any of the user's own equipment, users being injured by their own equipment or users being injured by their own faulty equipment.

**Council Regulations**

- No smoking is allowed in any part of the building.
- The sale and consumption of alcohol is not permitted at any library facility.
- Organisations may not sell or charge for any goods, foodstuffs, drinks or services.
- No unauthorised posters or advertising material may be affixed to the walls, windows or to any surrounds of the library building.
- The use of public areas, being reception areas, customer service centre, libraries and community centers for the display and sale of goods for charity or otherwise is not permitted. Any exception to this will have the approval of the Chief Executive officer. (CCC NO.2:02:68)

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**Occupational Health and Safety Standards**

- All users are responsible for ensuring that:
  - ❖ their activities do not breach any Occupational Health & Safety Standards and
  - ❖ all actions are carried out in a SAFE manner.
- Occupational Health & Safety Standards prohibit the use of naked flames, (including candles, incense burners etc.) and is prohibited anywhere on the Library premises.
- Failure by any organisation to abide by any of these Occupational Health & Safety Standards and conditions will automatically result in a revocation of all meeting room booking/s.

**Thank you for your cooperation in maintaining these conditions  
and allowing us to provide a safe, clean and enjoyable facility.**

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**APPLICATION FOR USE OF MEETING ROOM  
MOSSMAN BRANCH**

Application Form page 1

Name of Organisation: \_\_\_\_\_

▪ **Type of Organisation – Please Tick**

Government/Semi Government/Corporate & Funded community groups

Community Service Organisations & Unfunded Community Groups.

Douglas Shire Council

**Douglas GL code:** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Position in Organisation** \_\_\_\_\_

**Phone Number** B/H \_\_\_\_\_ A/H \_\_\_\_\_

Postal Address:  
\_\_\_\_\_

***Full Description and purpose of Organisation's activities conducted in the Mossman Library Meeting Room.***

\_\_\_\_\_  
\_\_\_\_\_

***Will this purpose or activity attract Media attention of any kind?***

**YES  
NO**

<b>DAY</b>	<b>DATE</b>	<b>START</b>	<b>FINISH</b>
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