

## Meeting Rooms – Conditions of Use

Noosa Libraries has meeting rooms available to use at the Noosaville Library and Cooroy Library. The following spaces are available subject to the conditions outlined below:

**Community Access Room**  
**Small Meeting Room**  
**Cooroy Rooftop Space**  
**Rainforest Room**  
**Wallum Room**

### 1. There is a fee for all bookings made after 1 July 2024

- Community use and registered not-for-profit organisations receive 50% off the full fee rate during opening hours. For community bookings where there is commercial activity, full rate applies.
  - All commercial businesses will be required to pay the full fee rates for use of the meeting rooms.
  - All users pay full fee rates for all after-hours bookings
2. After-hours access needs to be arranged in advance to obtain approval, keys or access fobs. See 'After-hours Use' below for more information.
  3. Fees are listed on the Noosa Libraries website and in Noosa Council's Fees and Charges Register available on the Noosa Council website.
  4. All payments are non-refundable. For after-hours bookings, payment must be made one week prior to the booking.
  5. Recurring bookings will be reviewed every 6 months by Library Management to ensure reasonable access to all groups.
  6. No equipment is to be stored in the meeting rooms.
  7. Meeting room users accept responsibility for the room and facilities used by the group and are required to leave the room in clean and tidy condition, including kitchen facilities.
  8. Meeting room users agree to make good any damage caused to rooms or facilities whilst in their care.
  9. Smoking is not permitted in any Noosa Council premises.
  10. Alcohol is not permitted on site or in any of the Meeting Rooms unless approval is obtained.

### Insurance

11. Community groups who regularly book a meeting room need to be aware they are not covered by Council's Public Liability Insurance policy for negligence while hiring the venue.
12. The hirer or user shall not do or neglect to do or permit to be done or leave undone anything which will affect the Council's insurance policy or policies relative to the fire and public risk in connection with the building, and the hirer or user agrees to indemnify Council to the extent that such policies are affected through any such act or commission or omission. The hirer or user agrees to indemnify, and keep indemnified, and to hold harmless the Council, its servants or agents, and each of them against all actions, costs, charges, expenses and damages whatsoever which may be brought, or made, or claimed against them, or any of them, arising out of, or in relation to the use or hiring engagement. CA room has a limit of 40 people for WH&S and that room hire are responsible to ensure that this limit is not exceeded and if it is this is negligence of the hirer. During After Hours bookings a minimum of two persons are required onsite at all times as a WH&S requirement.

### **After-hours Use**

13. Refer to Conditions 3 and 4 regarding fees and payment processes for after-hours use.
14. Users accessing meeting rooms after hours are responsible for the securing of the room, turning off lights and electrical appliances.
15. Users accessing meeting rooms after-hours are responsible for the correct arming of relevant security systems. Meeting room users will be supplied with simple and clear instructions to facilitate correct arming of the alarm system and ensuring automatic doors are also locked. Meeting room users will arm the library using the supplied security code. In the case of incorrect security arming, a fee will be passed onto the relevant user for payment (cost-recovery for the cost the security company will charge Council).

### **Noosa Council Functions**

16. Notwithstanding anything in these conditions, the hiring or use of any meeting room shall be subject to cancellation by the Council (with or without notice) in the event of national emergency, Council function or any other matter necessitating such cancellation, and the decision as to the necessity of such cancellation shall be at the discretion of Council.