

Te Whare Whakaterere Bookable Meeting Rooms & Spaces

Policy & Conditions of Use

1. Introduction

1.1. Purpose

The purpose of this document is to outline the policy and conditions of use for Te Whare Whakaterere | Ashburton Library and Civic Centre bookable rooms and spaces.

All bookings made are subject to adherence to the policy and conditions of hire, with the responsibility placed on the hirer to read them in advance of making a booking.

The Policy & Conditions of Use will be reviewed regularly and will be updated as required.

1.2. Terms & Definitions

For the purpose of this document, the following terms/definitions are used:

- Hirer/User – person or organisation hiring meeting rooms or other spaces.
- ADC/Council – Ashburton District Council
- Facility - Ashburton Library and Civic Centre | Te Whare Whakaterere
- The Library – Te Kete Tuhinga
- Partnership Programmes definition- collaborative programmes, events or services that are run through a partnership between Te Kete Tuhinga | Ashburton Library and an external organisation, usually a community group or other not for profit organisation.
- Community groups definition:
 - a) a non-profit organisation or association of people who have the primary aim of working to provide services and benefits to the community.
 - b) any funds generated are used to maintain and develop the organisation to support its community services and activities.
 - c) having open membership criteria; and
 - d) restrictions are not imposed, such as setting membership or participation fees at a level that exclude most people who might want to participate.

2. Policy

2.1. Principles

The primary use of meeting rooms within Te Whare Whakaterere | Ashburton Library and Civic Centre are ADC Civic, Council Administration and Library activities. Where available, Council welcomes the use of meeting rooms by local community groups and for quiet communal study by the public, as well as commercial hires, subject to adherence to this policy and conditions of use.

2.2. Different User Groups and Fee Structure

Council has introduced a tiered charging system (free, half rates, full rates) for external users based on the meeting's purpose and or community benefit, noting additional cost for extra services may still apply.

Booking Types:

- Programmes and events hosted in partnership with the Library within Library opening hours. Such partners will use spaces free of charge.
- Individuals or community groups whose focus is social wellbeing or providing learning opportunities at no cost to attendees during Library hours. Again, use of meeting rooms will be free of charge.
- Community groups where the activity incurs an attendance charge, half hire charge will apply.
- Private bookings by commercial, corporate, government agencies or individuals for social purpose are to be charged at the full rates (*see link on bookings webpage*).
- The Event Space displays can be booked free of charge for periods up to two weeks by agreement with ADC Library staff, they must allow free passage for the public through the area. No sales or other commercial use is allowed.

2.3. Additional Costs

Additional costs will be charged to the hirer for:

- all external bookings if a security presence is required and or out-of-operating hours entry/exit fees apply,
- additional cleaning is needed after use,
- any damage to the building or equipment beyond normal wear and tear.

All additional costs must be paid in full before the individual or organisation may reserve or use a meeting room again.

2.4. Booking Terms and Payments

- 2.4.1. Bookings can be accepted online or with Council Services or Library at least 72 hours (three days) prior to the use of a meeting room. Any future bookings (greater than 30 days in advance) need to be made directly with Council Services or Library staff.
- 2.4.2. No single hirer may have more than three bookings reserved in advance over a six-month period. Exceptions are Library programmes or events, partnership programmes or special events sponsored or hosted by ADC.
- 2.4.3. As every meeting room is different, the hirer is requested to book a meeting room most suited to the size and purpose of their meeting.
- 2.4.4. Individuals or community groups who wish to host a meeting or event that focuses on social wellbeing or providing learning opportunities (at no cost to attendees and within library hours), should contact library@adc.govt.nz or call us on 308-7192 at least 96 hours (four days) prior, as the booking could be eligible to pay half price rates or be free. In accordance with this policy, Library staff access each booking on a case-by-case basis.
- 2.4.5. Payment (if payable) must be made in full before the booking is confirmed.
- 2.4.6. The hirer may cancel any booking by giving Council staff a minimum of 72 hours prior notice. ADC reserves the right to retain any payments if the meeting room was not utilised or cancelled within 72 hours of the date of hire.
- 2.4.7. Any late or defaulted payments and associated debt collection charges will result in no further bookings being accepted for the hirer and any future bookings previously confirmed being cancelled.
- 2.4.8. Only the Emergency Operations Centre (EOC) is available for hire and use after hours and on statutory holidays, with additional charges (section 2.3) payable.

2.4.9. ADC reserves the right to:

- request the purpose of the booking and or the hirer
- refuse any booking request at the time it is made, or
- cancel the booking if any unforeseen circumstances or new information arises after the booking has been confirmed (with payments refunded), or
- cancel any bookings of the EOC, in whole or part, at short notice should an emergency occur, or
- terminate any booking immediately (during the booking) for any condition of use breach, false information provided during the booking process, if the booking could bring Council into disrepute or the hirer has not complied with the law. Attendees will be asked to leave or removed from the facility.

2.4.10. ADC does not advocate or endorse the viewpoints of meetings or meeting room users or attendees.

2.5. Health and Safety

The hirer must:

- Inform ADC staff immediately of any hazard or incident that is identified or occurs during the hire period.
- Follow all safety-related instructions communicated over the building speaker system and/or by our staff.
- Become familiar with the nearest emergency exit and procedures to assist meeting participants in the event of an emergency.
- Emergency exits must remain clear of obstructions at all times.

2.6. Liability

Except as provided by statute, we are not responsible for any injury suffered by individuals as part of the booking.

Unless required by statute, ADC is not liable for the damage to or loss of personal property.

Unless expressly provided otherwise in these terms, all warranties, conditions or other terms implied by law are excluded.

2.7. Privacy

Where ADC collects any personal information in relation to the hirer, the hirer authorises:

- The collection of such personal information
- The use of such personal information for the purposes of enabling ADC to hire the meeting room.

3. Conditions of Use

- 3.1.** The behaviour of the hirer and attendees of the booked event must be respectful at all times towards other users of the facility. Noise should be kept to reasonable levels. Abusive or offensive behaviour will not be tolerated.
- 3.2.** All practical steps are to be taken to avoid any damage to ADC property or equipment. Any damage is to be reported to Library or Customer Services staff immediately.
- 3.3.** Meeting rooms must be left as found in a clean and tidy condition with the same room setup. The hirer agrees to accept responsibility for all damages, and charges for extra cleaning or restoration of set-up.
- 3.4.** Nothing shall be attached to the walls of meeting rooms without prior approval from staff. Signs, banners, notices and other promotional materials must not be displayed outside the meeting room without prior approval.
- 3.5.** Catering, and tea and coffee services within meeting rooms can be arranged by the hirer contacting our onsite café One Ninety Nine. Other local caterers or the hirer can bring their own non-alcoholic drinks, biscuits or odourless finger foods. Depending on the room hired, other types of food may be permitted by the Library Manager. No storage of food or other catering item is permitted outside the booked hours.
- 3.6.** Alcohol is not permitted within hired meeting rooms or spaces, unless approval is given by the Chief Executive
- 3.7.** Te Whare Whakaterere | Ashburton Library and Civic Centre, including the EOC, carpark and courtyard, is a smoke and vape free building.
- 3.8.** Illicit or dangerous substances are not permitted. Anyone suspected of being under the influence of alcohol or drugs will not be allowed into the building, or will be required to leave.
- 3.9.** Gambling or any linked activities are not permitted within the facility.
- 3.10.** ADC staff must have free access to meeting rooms at all times, and no entry or exit door may be locked or barred.
- 3.11.** Written instructions on how to use the meeting room AV system is provided within each meeting room, as no technical support from staff will be available.
- 3.12.** Please ensure that waste is disposed of in the appropriate bins provided onsite.
- 3.13.** Hirers are responsible for removing all their goods while vacating the facility. Unclaimed low value goods or perishable items will be disposed of by ADC staff. The hirer will be notified of any other unclaimed goods and require their collection within seven days.
- 3.14.** Meeting rooms must be vacated 15 minutes before closing time of Te Kete Tuhinga | Ashburton Library, which is 6pm Monday and Friday, 8pm Tuesday, Wednesday and Thursday, and 4pm Saturday and Sunday. This does not apply to Emergency Operation Centre bookings if at the time of booking, extended hours were approved and additional out-of-hours charges paid.
- 3.15.** Refusal to comply with these Conditions of Use may result in cancellation of the current booking and any future bookings