



## Yarra Plenty Regional Library Venue Management Guidelines

Yarra Plenty Regional Library (YPRL) provides a range of venues, including meeting rooms, community rooms, computer training rooms, theatrette and outdoor spaces to individuals, community organisations and businesses, to facilitate the use of the library by the community.

YPRL provides venues for both casual and regular users. Fees and charges and conditions are set by the Yarra Plenty Regional Library Corporation and vary depending on the size and type of venue being hired. Provision of venues is also subject to the suitability or nature of the event and availability of spaces.

Hirers are required to apply for the hire of a space using our online booking system. Bookings will be assessed by a YPRL Booking Officer. In the interest of maintaining consistent, fair and equitable venue hire processes, when assessing applications, the YPRL Booking Officer may consider the Hirer's previous usage of YPRL spaces. All Hirers are required to agree to the hire conditions at the time of booking.

The Hirer must be a YPRL Library Member to book a space at one of YPRL's venues. This process can be completed within a library branch or online at: [yprl.vic.gov.au/join-yprl/](http://yprl.vic.gov.au/join-yprl/)

### Definitions:

'Venues' are rooms that are available for bookings or hire. Fees and charges vary depending on the size and type of venue.

Casual hire is defined as the hire of a YPRL space for a single occasion or event for a minimum of one hour and does not exceed 40 bookings per calendar year.

Regular hire is defined as the hire of a YPRL space for specified times and days on more than 40 bookings per calendar year.

#### Standard/Business:

- a) An individual or group of individuals who hire the venue for a social function, or (please note YPRL cannot accommodate birthday parties).
- b) A registered business that hires the venue for commercial gain and provides a service of no direct benefit of the community e.g. business workshop or a sales seminar.



**Community/Business:** The Hirer charges fees for its service however there is a community benefit in such a service being provided e.g. Weight Watchers, martial arts, tutored groups, dance lessons, personal training etc. and not-for-profit organisations (proof may be required)

**Community:** The Hirer charges no fees or minimal fees for its service and the service is of direct benefit to the community e.g. incorporated community groups

**Senior:** The Hirer is a Council recognised senior citizens group

## **Cancellation and refunds**

Hirers must provide a minimum of 48-hours' notice in writing prior to the event to avoid forfeit of fees. YPRL reserves the right to cancel any booking if the venue is required for:

- YPRL and/or Council events
- Municipal, State or Federal elections
- National or regional emergency
- Emergency maintenance

YPRL will not be liable for any additional loss to the Hirer due to cancellation. A full refund for venue hire fees and bond will be returned to the Hirer.

**Termination** YPRL reserves the right to terminate a booking and expel the Hirer including the Hirer's invitees and guests due to any breach of YPRL's Terms and Conditions of Hire and/or misconduct by persons in the space at its sole discretion. If the booking is terminated, the hire fee and any bond will be forfeited. YPRL reserves the right to refuse to accept future bookings if the hire is terminated by the venue or if the Hirer breaches the terms and conditions or while any outstanding fees or charges are owed to YPRL.

To contact YPRL regarding any concerns regarding financial matters related to your hire of a YPRL space, please contact ph: (03) 9408 7888 or e: [accounts@ypri.vic.gov.au](mailto:accounts@ypri.vic.gov.au). Queries or concerns in writing can be directed to the library service's trading address: 6 / 1 Danaher Drive, South Morang VIC 3752 Australia

## **Priority Usage**

Bookings will be open for venues six months in advance.

Library member Councils (Banyule City Council, City of Whittlesea and Nillumbik Shire Council) will be provided with priority usage of venues.



Before the opening of each six-month period YPRL will provide opportunity for Community Organisations to express their interest in regular booking times through an expression of interest (EOI) process. This process will occur two times per calendar year for a two-week period. YPRL will notify existing regular users and promote this on their website, social media platforms and marketing materials within the library space.

A YPRL Bookings Officer will assess the expressions of interest and either confirm the booking, contact the group to discuss other suitable times or reject the booking request.

## Venue Usage Conditions Overview

### Use of rooms:

- Hirers and users of venues must adhere to the conditions of behaviour outlined in YPRL's Responsible Conduct Policy.
- YPRL will hire to groups that contribute to; a safe place, a welcoming place, a respectful place, where the community's needs and interests can be pursued freely and where people show due regard to the needs, sensitivities and rights of others.
- The Hirer is responsible for tidying up and disposing of all rubbish.
- The Hirer is responsible for returning the room to its original condition.
- All YPRL items must be returned to YPRL staff or left in the designated area.
- Kitchen facilities are to be left in a clean and tidy state and any dishes used are to be washed, dried and put away.
- A charge will be made to the Hirer if additional cleaning is required.

### Security:

- The Hirer is responsible for ensuring that no damage occurs to the room while they are using it, and that the building is secured once they leave.
- If the building is not secured, resulting in attendance by the security company or fire brigade, the Hirer is responsible for the Security Company and / or fire brigade charges.
- YPRL may require the Hirer to pay for additional security or staff depending on the nature or time of the event.

### Bookings:

- Fees, charges and policies regarding the use of venues are set by YPRL.
- All Hirers are required to pay a security bond.
- All Hirers must be covered by Public Liability Insurance.



- Bookings must be made online using YPRL's booking system.
- Activities run by groups in the meeting rooms may be promoted in the library if they conform to the display guidelines and strategic aims of YPRL and/or member Councils.
- For information about booking venues at YPRL, please use our bookings system or contact your local YPRL branch directly.