

Ōtorohanga District Libraries Programmes Room Policy

Overview

The Ōtorohanga District Library (Library) Programmes Room policy provides details of eligibility of use, guidelines and general rules for use, facility resources and outlines the process to book or reserve this space.

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1 Introduction

1.1 Purpose

The purpose of this document is to outline the policy and approved usage of the Ōtorohanga District Library Programmes Room and to provide guidance for staff to manage bookings and enquiries. This document also details the bookings and reservations process, relevant Health & Safety information and specific Programmes Room resources and information.

1.2 Scope

This policy applies to the Ōtorohanga Library Programmes Room.

1.3 Terms

For the purposes of this policy and the guidelines outlined below, the following terms are used:

- Local Community Groups – small clubs, societies and groups who do not have formal organisational structures or resources.
- Not for profits/Non-Government Organisations (NGOs)– Schools, charities, churches, trusts, societies, social sector and volunteer services and other more formalized Not for Profit organisations (These organisations are encouraged to contact the Business Collective or other meeting space providers)
- Partnership Programmes – collaborative partnership programmes, events or services that are run through a partnership between the Ōtorohanga District Library and an external organization, group or not for profit. Partnership programmes must be free, open to all to attend, and be educational, informational, or recreational in nature.

2 Policy

2.1 Principles

The primary use of the Ōtorohanga District Library Programmes Room is for library programmes and services and for use by Ōtorohanga District Council (Council) staff. Library partnership programmes and events have priority over all other room reservations. Outside

of planned programmes and booked events the Programmes Room will be available to the public as an overflow to the library. Normal library activities are permitted during such times and will be free of charge.

Bookings and meetings are at the discretion of the Library Manager or their representatives. If a booking is declined, the reasons for the decision will be explained. The booking of a group, and the content of its subsequent meeting, does not constitute an endorsement of, or any opinion about, the philosophy of such group by the library or Council.

2.2 Guidelines and general rules for booked Programmes Room use

- All Programmes Room users must check availability and book with library staff prior to using the room. By signing up, the users agree to abide by all the guidelines and rules outlined below.
- Users agree to abide by all library regulations and Codes of Conduct.
- Preference of the Programmes Room use is given to Ōtorohanga District Library programmes and events, partnership programmes as well as Ōtorohanga District Council staff.
- The Programmes Room is not available for NGO's and Not for Profits as defined above. This is to enable free and equitable access to smaller community groups and clubs. NGO's and Not for Profits should be directed to the Business Collective or other meeting space providers.
- Any use of the Programmes Room that involves the sale, advertising, solicitation and/or promotion of commercial products, enterprises and services is prohibited.
- Personal, individual, company and/or family parties in the meeting rooms are prohibited. This includes private one-on-one tutoring and private meetings.
- No fees of any kind, including entry or participation fees, shall be charged by a user or attendee of a programme in the Programmes Room.
- The Programmes Room shall be left in a tidy condition, and users agree to accept responsibility for all damage caused to the building and/or equipment beyond normal wear.
 - If the library staff must provide more than reasonable clean-up, a minimum fee of \$50.00 will be charged to the individual who signed up for the room's use.
 - Additional fees may be charged depending on the actual cost of cleaning and/or repair.
 - Any fee charged must be paid in full before the individual can reserve or use the space again.
- Nothing shall be temporarily or permanently attached to the Programmes Room walls without the library manager's permission or their representatives' permission.
- Light foods and refreshments may be consumed in the Programmes Room during bookings e.g., tea, coffee, biscuits, snack foods. If the kitchen facilities are used, they are expected to be cleaned up afterwards by the user.
- Library and/or council staff must always have free access to the Programmes Room, and no entry or exit door may be locked or barred. Emergency exits must always be kept clear and are to be used for emergency exits only.

- The library and/or council does not endorse or advocate the viewpoints of meetings or users. Groups and/or individuals shall not publicise their event in any manner that implies it is sponsored, endorsed, or approved by the library and/or council unless it is through a partnership programme or if permission has been given in advance by the Library Manager or Group Manager Strategy and Community.
- The library and/or council retains the right to monitor all meetings, programmes and events conducted on the premises to ensure compliance with library regulations.
- Failure to abide by these guidelines may result in the loss of the privilege to reserve and use the Programmes Room and may also result in the immediate termination of the scheduled meeting and removal of such groups from the library.
- Subject to availability, the Programmes Room will then be made available for quiet communal study and for use by local community groups.
- When the space is in use for a quiet communal study space, users must maintain a quiet environment so as not to disturb others.

3 Bookings and Reservations

3.1 Process

Bookings are managed by the library staff and can be made either in person, by phone or email.

- The Programmes room is only available to be booked during library opening hours
- Bookings are on a first come, first served basis, and must be made at least one week in advance.
- Cancellations of bookings should be notified ASAP.
- The person requesting the use of the space will be sent a copy of this policy and required to confirm agreement in writing on behalf of the group that they have:
 - Read and understood the Guidelines and general rules regarding use of the space.
 - They accept financial responsibility for all damage caused to the building or equipment beyond normal wear.

3.2 Health and Safety

When using the Programmes Room, users must comply with

- all laws, including the Health and Safety in Employment Act,
- Ōtorohanga District Library staff reasonable directives, and
- All Ōtorohanga District Council policies and procedures for use of facilities, including the Health, Safety and Wellbeing policy (546771) and Emergency Evacuation Procedures – Ōtorohanga Library (21276)
- Take all practical steps to identify, reduce or eliminate the risk of harm to facility users.
- Inform the Ōtorohanga District Library staff immediately of any hazard, accident, or incident that is identified or occurs in the Programmes Room during the hire period.

4 Facilities

4.1 Ōtorohanga District Library Programmes Room

The room for use is at the rear of the building (Turongo Street end) and has a room capacity for 100 people. The room has the following facilities:

- 6 flip tables and 24 chairs
- A mounted smart TV with screen mirroring capacity
- A whiteboard and whiteboard markers
- A small round table and chairs
- Kitchen facilities, including a small fridge and oven.

Please contact the Ōtorohanga District Library at 07 873 7175 or via email library@otodc.govt.nz

Manager Name: Heather Taylor

Manager signature:

Date:

Organisation Name:

Signature of person responsible:

Date: