



PALMY
CITY
LIBRARY

Palmerston North City Library

Street Address: 4 The Square, P O Box 1948, Palmerston North

Phone 06 351 4100

Email: LIB.Administration@pncc.govt.nz

Website: www.citylibrary.pncc.govt.nz

Before completing this form, please read the "Terms of Use" information.

Application for use of Meeting Rooms

Contact Details

Contact Name _____

Organisation _____

Email _____

Postal Address _____

_____ Post code _____

Phone _____ Cell Number _____

Organisation Details

Not for profit organisation

Church group

Government Agency

Other (please specify) _____

What is the purpose of your organisation? _____

Booking Details

Purpose of the event/activity: _____

Number of people expected to attend: _____

Facilities Required

Ruahine Board Room

Wharite Office

Equipment Required

Whiteboard

60" TV/Display Screen on stand (for connecting to laptop)

Other (please list) _____

Booking dates

Please list dates required.

Day	Month	Year	Start time	End time

Cost

Total cost: _____ Cash and Eftpos options are available. Payable on the day.

NB: Credit Card NOT accepted.

Booking Agreement

I, _____ (name)
the nominated representative of _____ (Organisation Name) and
hold the position of _____ (Position Name)

- I wish to book a Library meeting room as outlined above. I have read and agree to abide by the Library 'Terms of Use'.
- I agree that I/hire organisation, may be liable for any loss or damage of equipment resulting from negligent use.
- I agree to cover hiring charges and/or deposit (if applicable)
- I confirm that I am 21 years or older, and am acting as the responsible venue user.

Signature of Applicant _____ Date _____

Office Use Only

Application (circle applicable)	Accepted	Not Accepted
Fee/Deposit amount	\$	
Receipt number/Cash received		
Was key/security fob required	Yes/No	
Name of staff member making booking		
Invoice to be raised	Yes/No	
Invoice number		
Review of Fees and Conditions of Use	January 2014	

Follow up information:

Information for use of Meeting Rooms

Central Library mezzanine floor opening hours

Monday, Tuesday, Friday	9 am – 5 pm
Wednesday	9 am – 5 pm
Thursday	9 am – 5 pm
Saturday	10 am – 4 pm
Sunday	1 pm – 4 pm

Any requests for use of facilities outside of these hours, is at the discretion of the Library.

Please note we are closed statutory holidays.

Hire charges as at 1 November 2022

	Community Group (not-for-profit)			Businesses or other		
	Up to 2 hours	Half Day	Full Day	Up to 2 hours	Half Day	Full Day
Wharite Office (13 m²)	\$15	\$25	\$30	\$20	\$40	\$60

	Community Groups (not-for-profit)			Businesses or other		
	Up to 2 hours	Half Day	Full Day	Up to 2 hours	Half Day	Full Day
Ruahine Board Room (34 m²)	\$15	\$25	\$40	\$30	\$50	\$80

Other Items for Hire at additional cost

Item	Community Groups (not-for-profit)			Businesses or other		
	Hour	Half Day	Full Day	Hour	Half Day	Full Day
Data Projector & Screen	\$5	\$5	\$5	\$5	\$10	\$15
Wi-Fi	Free			Free		
TV screen on wheeled stand	\$10			\$15		

PLEASE NOTE: Requirements for use of Library equipment must be identified upon application. Library staff will ensure identified equipment is available. It is up to the user to operate the equipment correctly as per Terms of Use.

Meeting Space descriptions

Description of Wharite Office (Mezzanine Floor next to stairs)

- Comfortable informal seating for up to 4-6 people

Description of Ruahine Board Room (Mezzanine Floor with Tech Space)

- Formal boardroom – Large Board table with seating for up to 10-12 people

Access

The venue has disability parking on The Square, Main Street (the driveway beside Moxies) and on George Street. There are disabled toilets on the Ground, Mezzanine Floor and First floors.

Catering/Refreshments

Catering is not available on site.

Cafés are located on the neighbouring streets (George St, Coleman Mall and The Square).

You are most welcome to bring your own supplies. NB: However, there are no kitchen facilities available.

Terms of Use

Please read **before** signing the 'Application for Use of Premises' form

Signing an 'Application for Use of Premises' form binds you to a number of conditions which are necessary to ensure that your activity is carried out safely and responsibly. Your cooperation in this matter is essential. Please read the following conditions carefully.

The meeting rooms are available at reduced charge to non-profit groups to help serve the community's needs for educational, informational, community-building and cultural enrichment.

Please do:

- Enjoy the wonderful facilities and respect the Library Code of Conduct at all times
- Be considerate of other Library users
- Be smoke, drug and alcohol free
- Be respectful to all cultures, ethnicities and beliefs

The meeting rooms are not permitted to be:

- Hired and run for commercial gain
- Hired for personal social use, e.g. birthday parties, engagements, christenings etc
- Hired and used for events political in nature
- Hired and used for events religious in nature

Endorsement

The City Library does not advocate or endorse the viewpoints of meeting room users.

Publicity for a meeting must not be worded in a manner that would imply sponsorship or endorsement of the group's activities by the City Library.

Granting the use of a meeting room does not imply City Library approval or endorsement of the group, the meeting, or the ideas presented at the meeting.

BOOKINGS:

- Confirmation and booking requests can be made at the Administration Desk, Mezzanine floor, Central Library, or by phoning 06 351 4100, or by email to; LIB.Administration@pncc.govt.nz

CANCELLATION:

- Please give notification of cancellation as early as possible. A cancellation fee equivalent to 50% of the booking will be charged if booking is cancelled within *48 hours prior* to use.

LOSS, INJURY OR DAMAGE:

- The user is responsible for any damage done to the premises, loaned equipment or contents, or for theft or loss of same. The user will pay for the replacement or repair of these. The Library will not be responsible for property brought onto the premises by the user or injury to any person attending the activity.

STORAGE:

- Space is extremely limited. No items should be stored on the premises unless requested and agreed by the Administration Assistant or Building Manager. **The Library does not assume responsibility for any such belongings left on the premises.**

CLEANING:

- Users are expected to leave the building in an acceptable state of cleanliness. Floors and tables should be left clean and tidy after events. Rubbish is to be disposed of in bins provided; all furniture to be placed back in original position, lights turned off.

PREPARATION:

- For all events the user is responsible for the setting out and putting away of any tables, chairs used for the event.

HOUSE RULES:

- As the signatory to the booking form, the user must ensure that the following house rules are followed during the booking.
 - No alcohol, or any form of gambling is permitted on the premises.
 - The Library premises are a smoke free environment and as such we respectfully request users to refrain from smoking outside of library entrances and exits.
 - Nails or screws must not be driven into any part of the premises or furnishings.
 - The Code of Conduct must be complied with at all times.

Failure to comply with these rules may jeopardise future opportunities for use of the facility.

EQUIPMENT:

- Some equipment may be available for use (data projector, whiteboard etc) but the user is responsible for the correct operation of any library equipment. User to supply own materials for use as applicable. Please advise if you require help and we may be able to arrange.

SAFETY:

- In line with Health & Safety policy, fire exits and corridors must remain unobstructed. In the event of an emergency the user is required to follow staff instructions and those of the emergency services, and comply with emergency evacuation procedures. The location of the nearest emergency exit will be advised on arrival.

HEALTH & SAFETY:

- The user will comply with all relevant Health & Safety legislation.

PARKING:

- Metered parking is available in the streets outside the facility.

Failure to observe these “Terms of Use” will be taken seriously by Library Management and may jeopardise future bookings.

Other charges incurred by the user, for example, additional cleaning costs, will be noted and added to the invoice.

Palmerston North City Library reserves the right to refuse bookings at its discretion. Palmerston North City Library reserves the right to change or amend its fee structure and “Terms of Use” in regard to its provision of services.