

## Brisbane City Council Library Service

### Application for Brisbane Square Library Meeting Room Booking

Email: [LIBMR@brisbane.qld.gov.au](mailto:LIBMR@brisbane.qld.gov.au)

Tel: (07) 3403 4166

Fax: (07) 3403 6317

**Date of Application:** 22 March 2010

	Staff use only:
Room required (for description of Brisbane Square Library community meeting rooms, please see pg 3):	
NQG Community Meeting Room – max. 50 people	<input type="checkbox"/>
NQG Tiered Theatre – max. 40 people	<input type="checkbox"/>
NQ1-6 Level One (green room) – max. 6-8 people	<input type="checkbox"/>
NQ1-3 Level One – max. 8-10 people	<input type="checkbox"/>
NQ1-7 Level One (available weekends only) – max. 8 people	<input type="checkbox"/>
NQ1-8 Level One (available weekends only) – max. 8 people	<input type="checkbox"/>
NQ1-10 Level One (available weekends only) – max. 8 people	<input type="checkbox"/>
NQ1-11 Level One (available weekends only) – max. 8 people	<input type="checkbox"/>
NQ1-9 Level One (available weekends only) – max. 20 people	<input type="checkbox"/>

**The group uses the following name/s to identify itself to its members and the community:** \_\_\_\_\_

**OpenStreetMap Brisbane** \_\_\_\_\_

**Contact Name:** David Dean

**Address:** 21 Picot St, Kelvin Grove, 4059

**Phone:** 0407 151 912 **Alternative Phone:** n/a **Fax:** n/a

**Email:** ddean@ieee.org **Website:**

[http://wiki.openstreetmap.org/wiki/Brisbane/Mapping\\_Parties](http://wiki.openstreetmap.org/wiki/Brisbane/Mapping_Parties)

**Description of group (including activities):**

**OpenStreetMap creates and provides free geographic data such as street maps to anyone who wants them.**

**Number of expected attendees:** 6-10

**Dates and times required:** (Please list all individual dates and full actual time required including set-up and tidy up of room, e.g. 7-9pm, Mon. 23 Aug 2009)

**Saturday 17<sup>th</sup> April 2010 12:00 – 14:45**

**What is the use of the room on the occasion/s listed above?**

**Conducting a Mapping Party to help local community members to contribute to OpenStreetMap**

**Is this use part of your business?** ☐ Yes ☒ No

**Is your event/program linked to a commercial business/ parent organisation/ government department?**

☒ No ☐ Yes – please give details: \_\_\_\_\_

**Are you or your organisation charging fees from attendees?**

☐ Yes ☒ No

**Will you be selling or advertising a product?**

☐ Yes ☒ No

**If not charging fees, is the intent of this event to gain future business?**

☐ Yes ☒ No

**Do you require use of the kitchenette (only available in NQG Community Meeting Room – 50 capacity)?**

☐ Yes ☒ No

I have read and agreed to the guidelines for library meeting room use (see page 2 of this document)

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**Name:**(please print): \_\_\_\_\_ David Dean \_\_\_\_\_

**Signature:** \_\_\_\_\_

***Responsible person***

**Council reserves the right to cancel bookings where groups do not comply with the Brisbane City Council Library Meeting Room Guidelines**

***Staff use only***

***Staff member:*** \_\_\_\_\_

Group type: ☐Community/BCC ☐Commercial /Gov't ☐Community commercial Room type: ☐Category 1 ☐Category 2  
Fees, if applicable: \$ \_\_\_\_\_ per booking + \$ \_\_\_\_\_ kitchenette x \_\_\_\_\_ number of bookings = \$ \_\_\_\_\_ **TOTAL fee**  
Is an invoice required? ☐Yes ☐No Has the invoice been actioned & emailed to FOLJ? ☐Yes ☐No Date: \_\_\_\_\_  
Has confirmation been sent to customer? ☐Yes ☐No Date: \_\_\_\_\_ oEmail oPhone oIn person oMail  
Other notes:

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**Brisbane City Council Library Meeting Room guidelines**

Community use of the meeting rooms is free. Community use means functions or meetings held by community groups that are non-profit and the use of the room is not for business purposes.

Bookings must be made with staff at the library where the room is located.

- For Category two meeting rooms, use of kitchenette must be specified at time of booking.
- The hirer of the room accepts responsibility for the room and facilities used by the group.
- After-hours use can be negotiated according to location. Arrangements must be made in advance to obtain keys or access cards.

Keys and access cards must be returned immediately to the library after each use as per library instruction.

- All users are responsible for setting up the room. The room must be left set up as specified in the individual library instructions.
- Library staff are not available to operate equipment for library meeting room users or to set up meeting room furniture.
- Kitchenette must be left in a clean and tidy condition.
- Smoking is not permitted in library meeting rooms or inside library buildings.
- Any advertising, promotion or communication related to activities held in the library meeting room must be conducted in a lawful manner. Vandalism of property to advertise, promote or communicate activities associated with the library will result in cancellation of bookings.
- Council reserves the right to cancel bookings where groups do not comply with the Brisbane City Council Library Meeting Room Guidelines.

***Fees and charges from 1 July 2009 are:***

**Business use or Government use (other than Council) or use which does not fit the definition of community use:**

<i>Category *</i>	<i>Hourly</i>	<i>Half Day or Evening</i>	<i>Full Day</i>	<i>Kitchenette</i>
One	\$13.40	\$40.80	\$81.50	N/A
Two	\$54.00	\$134.00	\$270.00	\$26.80

**Community use for commercial purposes or where fees and charges are levied from the attendees or products and services are solicited or sold:**

<i>Category *</i>	<i>Hourly</i>	<i>Half Day or Evening</i>	<i>Full Day</i>	<i>Kitchenette</i>
One	\$6.65	\$20.40	\$40.80	N/A
Two	\$26.80	\$67.50	\$134.00	\$26.80

All prices include GST. Costs shown exclude charges for staff time or other expenses such as extra cleaning or security. **Any security fees incurred will be charged to the hirer.** These 'out-of-pocket' expenses apply to all categories of use.

**\*Category One meeting rooms:**

- Available at Ashgrove, Bracken Ridge, Brisbane Square, Bulimba, Coopers Plains, Grange, Holland Park, Mitchelton New Farm and Wynnum libraries.
- Available during opening hours except for Bulimba and New Farm which are available 24 hours a day, seven days a week.
- Provide seating for 20-40 people.
- Overhead projector, electronic whiteboard, TV/Video and wheel-chair accessible toilets are available at most locations.
- When booking at Ashgrove, Bracken Ridge, Brisbane Square, Coopers Plains, Grange, Holland Park and Mitchelton libraries, bookings may be made until 15 minutes before closure of the library.

**\* Category Two meeting rooms:**

- Available at Brisbane Square, Carindale, Chermside, Garden City, Indooroopilly, Mt Ommaney, Sunnybank Hills and Toowong libraries.
- Available 24 hours a day, seven days a week except for Brisbane Square and Sunnybank Hills libraries
- Provide seating for 35 to 60 people.
- Overhead projector, electronic whiteboard, TV/DVD/Video, electronic projector, CD/cassette player, kitchenette and wheel-chair accessible toilets are available at most locations.

**Brisbane City Council Library Service**

Application for Brisbane Square Library Meeting Room Booking

**Bookings for the next calendar year open on the first Monday of September of the current year**

## **Brisbane City Council Library Service**

### **Application for Brisbane Square Library Meeting Room Booking**

#### **Details of Brisbane Square Library Community Meeting Rooms**

##### **NQG Community Meeting Room:**

Bookings: 9am - 9pm every day (except public holidays)

- Location: Ground level
- Room number: Community Meeting Room
- Capacity: 50 people
- Facilities: Kitchenette (basic crockery and cutlery, fridge, dishwasher)  
AV equipment (projector screen, 2 x data points for laptops, PC with USB/CD-ROM drives & internet, television, video, electronic whiteboard, overhead projector, electronic lectern, cordless microphone)
- Category: Two

##### **NQG Tiered Theatre:**

Bookings: 9am - 9pm every day (except public holidays)

- Location: Ground Level
- Capacity: 40 people (carpeted, amphitheatre-style, step-tier seating only)
- Facilities: AV equipment (plasma screen for television & computer, data point for laptop, AV input points)
- Category: Two

##### **NQ1-6 Level One (green room):**

Bookings: 9am - 5.45pm Mon to Thu; 9am - 6.45pm Fri; 10am - 2.45pm Sat & Sun (except public holidays)

- Location: Level 1 (suspended over escalators, with green wall)
- Room number: 1.6
- Capacity: 6 - 8 people
- Facilities: AV equipment (plasma screen for television & computer, data point for laptop, AV input points)
- Category: One

##### **NQ1-3 Level One:**

Bookings: 9am - 5.45pm Mon to Thu; 9am - 6.45pm Fri; 10am - 2.45pm Sat & Sun (except public holidays)

- Location: Level 1 (between study rooms)
- Room number: 1.3
- Capacity: 8 - 10 people
- Facilities: AV equipment (plasma screen for television & computer, data point for laptop, AV input points)
- Category: One

##### **NQ1-9 Level One:**

Bookings: 10am - 2.30pm Sat & Sun (except public holidays)

- Location: Level 1 (Development lounge)
- Room number: 1.9
- Capacity: 20 people
- Facilities: (plasma screen for television & computer, data point for laptop, AV input points)
- Category: One

##### **NQ1-7 Level One\*:**

Bookings: 10am - 2.30pm Sat & Sun (except public holidays)

- Location: Level 1 - Development Lounge
- Room number: 1.7
- Capacity: 8 people
- Facilities: (plasma screen for television & computer, data point for laptop, AV input points)
- Category: One

##### **NQ1-8 Level One:**

\*Booking times, Capacity, Facilities and Category: see **NQ1-7 Level One**, above

- Location: Level 1 - Development Lounge
- Room number: 1.8

##### **NQ1-10 Level One:**

\*Booking times, Capacity, Facilities and Category: see **NQ1-7 Level One**, above

- Location: Level 1 - Development Lounge
- Room number: 1.10

##### **NQ1-11 Level One:**

\*Booking times, Capacity, Facilities and Category: see **NQ1-7 Level One**, above

## **Brisbane City Council Library Service**

### **Application for Brisbane Square Library Meeting Room Booking**

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- Location: Level 1 - Development Lounge
- Room number: 1.11