

Brisbane City Council Library Service
Application for Library Meeting Room Booking

Library location: Grange **Date of Application:** 25 May 2010

The group uses the following names to identify itself to its members and the community:

OpenStreetMap Brisbane

Contact Name: David Dean

Address: 21 Picot Street, Kelvin Grove, Qld

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

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

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 2008)

6:30 – 9:00, Monday 21st June 2010

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

What equipment will you be using? (please check back of form for details of availability)

☐ Overhead Projector ☐ Electronic whiteboard ☐ TV/Video

☐ Electronic Projector ☐ CD/cassette player ☐ DVD

Do you require use of the kitchenette? ☐ Yes ☒ No

I have read and agreed to the guidelines for library meeting room use (see back of form)

Name:(please print) David Dean

Responsible person

Signature:



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

Staff use only

Are the times requested available? ☐ Yes ☐ No

Are fees to be charged? ☐ Yes ☐ No

Is the booking entered into the diary? ☐ Yes ☐ No

Is an invoice required? ☐ Yes ☐ No

Has the invoice requirement been actioned? ☐ Yes ☐ No

Date: _____

Date: _____

Date: _____

Staff initials

Brisbane City Council Library Service

Application for Library Meeting Room Booking

Bookings for the next calendar year can be made from the first Monday of September

Brisbane City Council Library Service
Application for Library Meeting Room Booking

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.
- For After-hours use, 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.
- 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, Banyo, Bracken Ridge, Brisbane Square, Bulimba, Coopers Plains, Grange, Holland Park, Mitchelton New Farm and Wynnum libraries.
- Available during opening hours except for Banyo, Bulimba and New Farm which are available 24 hours a day, seven days a week.
- Provide seating for 20-50 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, Sunnybank Hills and Toowong libraries.
- Provide seating for 35 to 120 people.
- Overhead projector, electronic whiteboard, TV/DVD/Video, electronic projector, CD/cassette player, kitchenette and wheel-chair accessible toilets are available at all locations.

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