



Somerset

REGIONAL COUNCIL

Policy Subject/Title: USE OF LIBRARY / GALLERY / MEETING ROOMS

Policy Number: C/006

Responsible Officer: Manager Corporate and Community Services

Legislative or Regulatory Reference:

Related Policies / Procedures: N/A

Application: Somerset Regional Council

Authorised by: Somerset Regional Council

Considered at: Ordinary Council Meeting
25 March 2009

Authorised on: Ordinary Council Meeting
25 March 2009

Implemented from:

Last Reviewed: N/A

Review History: N/A

To be Reviewed on: 30 June 2010

1. OBJECTIVE

The objective of the policy is to provide guidelines for the use of the Library /Gallery/Meeting Rooms, located in Heap Street, Esk.

2. BACKGROUND

The Library/Gallery facility provides space for a range of Council and Community programs. The facility comprises four (4) general areas, as shown on the attached plan, being

- (a) Library
- (b) Gallery
- (c) Meeting room/s
- (d) Courtyard

The Library area is available for Council programs only, however, Library activities may be conducted in other areas.

3. SCOPE

The guidelines apply to the gallery, meeting room/s and courtyard which are to be available for Council and community programs, including individual exhibitions.

4. POLICY

1. Coordination of bookings for the facilities shall be the responsibility of the Regional Librarian.
2. Bookings may be made for individual areas, or any combinations thereof.
3. Limited kitchen facilities are available for catering purposes. No food or drink is to be consumed in the Gallery area.
4. Fees and charges for the use of the facilities shall be included in Council's Schedule of Fees and Charges. These fees and charges may be amended from time to time and will be subject to annual review.
5. Where a person or group makes application for use of the facilities, the applications will be prioritised as follows:
 - Counter disaster emergency disaster centre (where necessary)
 - Council arranged activities, including, but not limited to Council meetings, Community meetings including Council officers/representatives, library activities and organised exhibitions.
 - Person/s or group/s from within the Somerset Region
 - Other group/s or individual/s.

The Council reserves the right to alter or cancel any booking if it conflicts with the above priorities.

6. The facilities are not available for commercial activities, for personal use, parties or other parties or other private functions of a like nature.
7. Recurrent bookings may be made for a maximum of twelve (12) months. No booking shall be granted more than twelve (12) months in advance. Any booking shall not exceed seven (7) days in duration, including weekends, but

excluding public holidays. For exhibits, this period shall be inclusive of setting up and dismantling of displays.

5. EFFECTIVE FROM

The policy shall take effect from Monday 30 March 2009.

6. REVIEW

This policy may be reviewed by Council at any time, but must be reviewed on or before 30 June 2010.

7. DATE OF RESOLUTION

This policy was approved by the Chief Executive Officer and adopted by Somerset Regional Council at the Ordinary Meeting of 25 March 2009.

Signed:

Date: