

OVERVIEW

The Queenstown Lakes Libraries Meeting Room policy provides details of eligibility of use, guidelines and general rules for use, facility resources and outlines the process for bookings and reservations.

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1 INTRODUCTION

1.1 PURPOSE

The purpose of this document is to outline the policy and approved uses for Queenstown Lakes Libraries Meeting Rooms and provide guidance for Library staff to manage bookings and enquiries. This document also details the bookings & reservations process, relevant Health & Safety information and specific meeting room resources and information.

1.2 SCOPE

This policy applies to all Queenstown Lakes District Libraries meeting rooms. This policy also applies to library branches without meeting rooms where library spaces are used as meeting venues.

See Section 4: Facilities for more detailed facilities information.

1.3 TERMS

For the purpose of this policy and the guidelines outlined below, the following terms are used;

- ❖ Local Community Groups – small clubs, societies & groups who do not have formal organizational structures or resources, e.g Origami Clubs, Book Clubs, Language groups etc.
- ❖ Not For Profits/NGOs - Schools, charities, churches, trusts, societies, social sector and vounteer services and other more formalized Not for Profit organizations. (These organizations are encouraged to contact the [QLDC Venues Bookings Coordinator](#) at bookings@qldc.govt.nz or +64 3 450 9109)
- ❖ Partnership Programmes – collaborative, partnership programmes, events or services that are run through a partnership between the QLDC Libraries and an external organization, community group or Not for Profit that is in line with the library's mission of Enriching Minds & Communities- Te whakapuāwai i kā hinengaro me kā hapori. Partnership programmes must also be free, open to all to attend and be informational, educational or recreational in nature.

2 POLICY

2.1 PRINCIPLES

The primary uses of the Queenstown Lakes Libraries meeting rooms are for Queenstown Lakes Library programmes & services and for use by QLDC staff. Library partnership programmes and events have priority over all other room reservations.

Queenstown Lakes Libraries encourages the use of its meeting rooms by local community groups and for quiet communal study by the public when the use does not interfere with the normal functions of the library, subject also to availability and adherence to bookings and usage guidelines below. These library spaces are made available to the community free of charge.

(NOTE: Not for Profit Organizations/ NGOs are encouraged to utilize the meeting rooms available at other [QLDC venues](#) which can be booked through the QLDC Venues Bookings Coordinator, and available at a low cost rate. Contact the QLDC Venues Bookings Coordinator at bookings@qldc.govt.nz or +64 3 450 9109).

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 QLDC. Bookings and meetings are accepted at the discretion of the Manager(s) or his/her delegated representatives. If a booking is declined the reasons for the decision will be explained.

The library is a space of political and religious neutrality and as such is unavailable for use for any event, public meeting or programme with affiliations to any political or religious parties or individuals.

2.2 GUIDELINES & GENERAL RULES FOR MEETING ROOM USE

1. All meeting room users must check availability and book with library staff prior to the use of the room. By signing up for the use, the user agrees to abide by all of the guidelines and rules outlined below.
2. Users agree to abide by all regulations and Codes of Conduct of the library at all times.
3. Preference of meeting rooms use is given to QLDC Libraries programmes and events, partnership programmes as well as to QLDC staff.
4. Subject to availability, meeting rooms will then be made available for quiet communal study and for use by local community groups.
 - a. Queenstown Lakes Libraries Meetings rooms are only available for use by local community groups with the exclusion of Not for Profits and NGOs as defined above. This is to enable free and equitable access to smaller community groups and clubs.
5. No single group may have more than three (3) bookings reserved in advance in a six-month period. Exceptions are library programmes or events, partnership programmes or special events sponsored or hosted by QLDC or QLDC Libraries.
6. When in use for quiet communal study;
 - a. Users must maintain a quiet environment so as not to disturb other users which means limited speaking with low level whisper with cell phones turned off.
7. Any use of meeting rooms that involve the sale, advertising, solicitation and/or promotion of commercial products, enterprises and services is prohibited.
8. Personal, individual, company and/or family parties in the meeting rooms are also prohibited. This includes use for one-to-one tutoring and private meetings.
9. No fees of any kind, including entrance fees or participation fees, shall be charged by a user or attendee of a program in a meeting or study room.
10. Meeting rooms shall be left in an orderly condition and users agree to accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
 - a. If library staff must provide more than reasonable cleanup, a minimum fee of \$50.00 will be charged to the individual who signed up for the use of the room.
 - b. Additional fees may be charged depending on the actual cost of cleaning and/or repair.
 - c. Any fee charged must be paid in full before the individual may reserve or use a meeting or study room again.
11. Nothing shall be temporarily or permanently attached to the walls of the meeting or study rooms without the permission of the relevant Library manager or their representatives.
12. Light foods and refreshments may be consumed in the meeting room during bookings. E.g tea and biscuits, snack foods. Hot foods are prohibited in line with Library Codes of Conduct and there are no kitchenette facilities available for public use.
13. Library staff must have free access to meeting rooms at all times and no entry or exit door may be locked or barred. Emergency Exits are to be used for emergencies only and must remain clear of obstructions at all times.
14. The library does not advocate or endorse the viewpoints of meetings or meeting room users. Groups and/or individuals shall not publicize their event in any manner that implies that it is sponsored, co-sponsored, endorsed

- or approved by the library unless through a partnership programme or if permission to do so has been given in advance by the relevant Library Manager.
15. The library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library regulations.
 16. Failure to abide by these guidelines may result in loss of the privilege to reserve and use meeting rooms, and may also result in the Library staff's immediate termination of scheduled meetings and removal of such groups from the Library.

3 BOOKINGS & RESERVATIONS

3.1 BOOKINGS & RESERVATIONS PROCESS

Bookings are managed by the Library staff at the branch library where the meeting room is located and can be made either in person, via phone or by email. Please visit our website [here](#) for the branch library contact information.

1. Meeting rooms are only available for bookings during Library business hours.
2. Bookings are made on a first-come, first-served basis and must be made at least two weeks in advance.
 - a. Cancellations of bookings need to be received ASAP.
 - b. The user must precisely state the type of activity and Event to take place and use the meeting room only for that purpose.
3. No single group may have more than three (3) meetings reserved in advance in a six-month period. Exceptions are library programmes or events, partnership programmes or special events co-sponsored or hosted by QLDC or QLDC Libraries.
4. An authorized member of the group requesting the use of the meeting room will be sent a copy of this policy and required to confirm agreement in writing on behalf of the group that they have:
 - a. Read and understand the Guidelines and General Rules regarding meeting room use. Failure to abide by these regulations may result in a forfeiture of the right to any future use of the room;
 - b. They accept financial responsibility for any and all damage caused to the building or equipment beyond normal wear.

For further information regarding QLDC's other meeting rooms and venues for hire, please visit:

<https://www.qldc.govt.nz/community/event-planning-and-venues/venues>

3.2 HEALTH & SAFETY

When using the meeting room, users must:

1. Comply with;
 - a. all laws, including the Health and Safety in Employment Act, the Resource Management Act and the Reserves Act;
 - b. Queenstown Lakes District Libraries reasonable directions; and
 - c. all of Queenstown Lakes District Council policies and procedures for use of the Facility, including the *Queenstown Lakes District Council Health and Safety Policy, Child Supervision Policy and Site Emergency Procedure*
2. Take all practicable steps to identify, reduce or eliminate the risk of harm to employees, contractors or members of the public at the Facilities;
3. inform the Queenstown Lakes District Council immediately of any hazard, accident, or incident that is identified or occurs at the Facility during the hire period.

4 FACILITIES

4.1 FRANKTON LIBRARY MEETING ROOM

The Frankton Library Meeting room is located at the back corner of the Frankton Library by the Young Adults area and has a room capacity of 15 people at any one time.

The room has the following resources available for use:

- ❖ Flip tables & chairs
- ❖ A mounted Smart TV with a HDMI cord and screen mirroring capability
- ❖ A white board and whiteboard markers

Please contact the Frankton Library for bookings at 03 441 3680 or via email at frankton.library@qldc.govt.nz

4.2 QUEENSTOWN LIBRARY MEETING ROOM

The Queenstown Library Meeting room is located in the middle of the library behind the Fiction section and has a capacity of 6 people at any one time.

The room has the following resources available for use:

- ❖ A small table & chairs
- ❖ A mounted Smart TV with a HDMI cord and screen mirroring capability

Please contact the Queenstown Library for bookings either in person, via phone at 03 441 0600 or via email at queenstown.library@qldc.govt.nz

For bookings at library venues without meeting rooms, please contact the library branch concerned.

Title	Description
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