

LIBRARY MEETING ROOMS – CONDITIONS OF HIRE

Booking Applications

1. Applications for the hire of library meeting rooms must be made on the application form provided 14 days in advance of the proposed booking. Bookings at short notice will be subject to availability at the discretion of the Library & Information Services Manager, or delegated officer.
2. Applicants will receive confirmation of their booking on receipt of full payment for the booking.
3. Payment will be retained whether the booking is used or not unless written notice of cancellation is received at least 48 hours in advance of the booking.
4. Due to licensing restrictions library meeting rooms are not available for entertainment purposes, i.e. where a Theatre Act, Public Entertainment Licence, or other such licence is required. Room hire is primarily for meetings and educational or instructional purposes. Applicants are asked to state the purpose of the room hire on the application form.
5. The scale of charges is detailed on the reverse of the Meeting Room Booking Form and will be reviewed annually.

Health and Safety

1. Before a room booking application is considered applicants must provide sufficient and satisfactory information about their proposed event to ensure that the activity is suitable for the venue.
2. If the hirer is providing teaching or instruction then copies of relevant qualifications, personal indemnity and public liability insurance must be provided. These must meet the requirements of relevant governing bodies for the activity.
3. Persons hiring meeting rooms will be responsible for health and safety considerations relating to activities undertaken within meeting rooms. This includes adequate supervision of participants and the implementation of library health and safety procedures whilst on the premises. It is the responsibility of the hirer that the ratio of participants to leaders/carers meets any current guidelines governing that activity.
4. The Library & Information Service will retain overall responsibility for fire evacuation procedures and other emergency procedures. These include:
 - a) emergency procedures for fire or a suspected gas leak
 - b) the means of raising the alarm and summoning help, e.g. break glass points
 - c) communicating the sound of the fire alarm, escape routes and muster points
 - d) procedures for reporting and recording accidents and incidents
 - e) the location of first aid boxes and first aid facilities, where provided
 - f) procedures for reporting any defective or damaged equipment

Compliance with Protection of Vulnerable Groups (PVG) Legislation

In line with Aberdeen City Council policy all activity conducted within our meeting rooms must comply with PVG legislation, where applicable. It is the responsibility of the person(s) hiring the room to undertake an assessment as to whether the purpose of the hire involves “regulated work”, as defined under Schedule 2 of the Protection of Vulnerable Groups (Scotland) Act 2007, and if so, that all relevant staff or volunteers are registered under the Protection of Vulnerable Groups scheme and sign the declaration on the Room Hire Application Form.

Equipment and Facilities

1. Any electrical equipment brought into library meeting rooms must have a valid PAT test date, and must be suitable for the environment in which it is used.
2. It shall be at the discretion of the Library & Information Service to:
 - a) transfer bookings from one meeting room to another if, circumstances justify this, and subject to appropriate notice being given to the hirer
 - b) modify in other respects or to discontinue a hire if the room is required for other purposes
 - c) terminate a booking without notice, and without assigning any reasons, in any case where such action is deemed necessary
3. The Library & Information Service reserves the right of entry to its premises at all times for their officers or representatives.
4. The hirer shall be responsible for any loss or damage to the room, fixtures, fittings, contents and décor.
5. The hirer must leave the premises in a clean and tidy condition. Failure to comply may result in an additional charge to cover cleaning costs.

Alcohol / Drugs on Library Premises

1. The supply, provision and/or consumption of alcohol, drugs or any other form of controlled substances in library meeting rooms, or anywhere else on library premises is not permitted by persons hiring library meeting rooms or persons participating in events/activities thus organised.

Smoking in Library Premises

1. Smoking is not permitted in meeting rooms or anywhere else within library premises. In line with Aberdeen City Council's Smoke Free at Work Policy this includes surrounding grounds.
2. E-cigarettes: the use of electronic cigarettes is prohibited wherever smoking is prohibited.

Janitorial Services

1. It is for the Library & Information Service to determine whether, in connection with room bookings, janitorial services are required, e.g. where a Library Attendant or other designated member of staff is required to open and close premises.
2. Such assistance will incur additional staff costs at the appropriate rate and will be included in the total hire charge.
3. Where no janitorial services are available or required it will be for the Library & Information Service to make other arrangements, e.g. to appoint a keyholder or trustworthy person.