

1. GENERAL INFORMATION

The Hirer must be a responsible individual and at least sixteen (16) years of age. Individuals aged fifteen (15) or younger may use the studio, provided their parent or legal guardian, acting as the Hirer, accompanies them and makes the booking on their behalf.

All Hirers must have a library card and provide photo identification as proof of age. Hirers are responsible for supervising activities, ensuring the safety of guests, and covering any costs associated with damage or repairs. Admittance to the studio is at the library's discretion, following a review of the intended use.

Council reserves the right to refuse or cancel a booking with reasonable notice due to circumstances such as urgent repairs, official government use, or other factors deemed appropriate by Council.

Neither Council nor its officers or representatives shall be liable for any loss or damage suffered by the Hirer or any third-party providing goods or services to the Hirer as a result of the exercise of Council's rights.

2. AVAILABILITY

Studio 2166 and its facilities are available Monday to Saturday. Studio 2166 is available for bookings starting half an hour after the library opens and ending one hour before the library closes. Hirers may book up to a maximum of 44 hours a year. The minimum booking time is one hour.

3. SIGN IN AND INDUCTION

Hirers must complete an induction and sign in at the Workary front desk before using Studio 2166 for the first time.

4. FEES AND CHARGES

There are no hire fees or charges associated with the use of Studio 2166; however, additional costs may be incurred if the studio is not used responsibly by the Hirer(s). Additional costs may include, but are not limited to, cleaning fees, unauthorised use of fire equipment, extra hours beyond the agreed hire times, and intentional damage to equipment.

5. CANCELLATION

The Hirer may cancel their booking by contacting the Booking Officer either verbally or in writing at least two hours prior to their booked session.

Failure to cancel your booking(s) may result in suspension from using the Studio.

6. SETTING UP

The hire time in the Hire Agreement, includes setup, cleanup, and 20 minutes of Studio support (Monday to Friday). Please note the support for Studio 2166 is not available on Saturdays.

If the Hirer wishes to extend the hire time, they must notify the Booking Officer at least one hour in advance. Any additional setup time must be pre-arranged and confirmed by email.

Nails, screws, or any other fasteners including tape and Blu-Tac, must not be used on the walls, floors, timberwork, furniture or fittings.

7. HIRE EQUIPMENT

Prior to hiring equipment, the Hirer is required to inspect the equipment with the Booking Officer to ensure it is suitable and safe for the intended use. The Hirer must report any damage or issues to Council immediately.

8. SMOKING AND ALCOHOL

Smoking and/or vaping is strictly prohibited within the building and within a 10-metre radius of any entrance/exit, loading dock, or ventilation source of a Council-owned building.

Council does not permit the consumption of alcohol within Studio 2166.

9. NOISE LEVELS AND DISORDERLY CONDUCT AND SUPERVISION

The Hirer is responsible for regularly monitoring and maintaining sound levels to avoid disturbing other library customers. No more than five (5) people are permitted in the Studio at any time, with exceptions at the Council's discretion if a request was made during the booking stage.

10. CHILD PROTECTION LAWS

If your activity involves children under the age of 18, you are legally required to comply with Child Protection Acts including conducting employment screening in line with this legislation.

11. FIRE REGULATIONS

All exit doors are to be kept clear and unobstructed at all times. Fire extinguishers and hoses are located within the building. Unlawful use of the fire extinguishers or fire hoses is strictly prohibited. This equipment is not to be removed from Council's premises. Misuse of this equipment will result in suspension of Studio 2166 access.

Naked flames, smoke machines or sparklers are not permitted within the building. Placing or throwing of inflammable items is prohibited. The bringing into the facility of items such as, but not limited to, confetti, chewing gum or any other articles deemed by Council to be objectionable is prohibited.

All Hirers of Studio 2166 are to familiarise themselves with the Fire Evacuation Plan located in the building. In case of fire or similar emergency, evacuate the building following the instructions of Emergency Wardens and staff.

12. CLEANING AND REMOVAL OF RUBBISH

The Hirer must return Studio 2166 in the same condition it was hired, clean and tidy. A cleaning fee may apply for any extra cleaning required. All rubbish must be placed in garbage bags and disposed of in the provided bins, with no loose rubbish left behind.

13. PARKING

Studio 2166 does not have any designated or specific parking allocated for Hirers. Bikes and skateboards are not permitted within Studio 2166.

Public parking is available along Railway Parade, McBurney Road and Park Road. Parking limits and fees may apply.

14. LOSS OR DAMAGE AND REPAIR

Studio 2166 will not accept any responsibility for personal items left on the premise. The Hirer is responsible for any items brought into the Studio and for covering the cost of any loss or damage to the building, furniture, equipment, or fittings during the session.

Studio 2166 retains the right to determine the cost of any damage or cleaning.

15. ADVERTISING

Individuals, groups, and organisations must seek approval from Studio 2166 Management before promoting an event at the venue to prevent any misrepresentation of Studio 2166's involvement.

16. NUDITY

Nudity and/or semi-nudity (including topless, lingerie, swimsuits or similar attire) is not permitted within Studio 2166.

17. FOOD AND DRINK

Food and drinks are not allowed in Studio 2166, except for water, which may be placed on the small table at the entrance.

18. USE OF PERSONAL EQUIPMENT

Hirers using personal equipment, excluding laptops, must ensure it has been electrically tagged and tested within the past 12 months.

19. FACILITATION OF WORKSHOPS

The Hirer may not organise paid workshops or charge external customers for access to Studio2166 as the space is free of charge for everyone.

20. CONTENT OF MATERIAL

Studio 2166 is not liable for any content created by the Hirer. The Hirer must ensure that all material produced in Studio 2166 complies with legal standards, is not obscene, and does not violate copyright laws.

The Hirer is responsible for licensing the material created with Studio 2166.

Council staff reserve the right to end any session without notice if the Hirer is in breach of the Terms of Use.

21. REVIEW AND EVALUATION

This procedure shall be reviewed and updated **up to 5 years** or more often as necessary to ensure relevance and compliance to Council's QMS requirements.

21.1 Review may be carried out at any stage following integration with the core business activities, and can take many forms such as:

- i. During audit of a particular service group or branch;
- ii. As a feedback mechanism from workers, contractors, customers or any other stakeholders;

- iii. Following Corrective action;
 - iv. Change in legislative requirements; and
 - v. Task or process has changed due to enhancements.
- 21.2 Following completion of any review, the document will be reviewed and updated in order to correct any deficiencies and non-conformances.
- 21.3 Any changes to this procedure shall be conducted in consultation with workers as appropriate and with the CBIU Branch.