**Community Learning Room Hire**

Libraries and Community Learning

**Community Learning Room Facilities:**

* Room allowing up to 40 people
* Seating for 40 people with 10 Trestle tables
* Kitchenette, chilled water and boiling water on tap (must supply own coffee, tea, sugar and milk)
* Fridge
* Crockery for 40 people
* Cutlery – teaspoons only

**Supporting equipment:**

* Overhead projector and screen
* Data access to internet by prior arrangement
* DVD
* Whiteboard

**Finishing Times:**

Community Learning Room must be vacated by:

Monday – Thursday: 7:45pm sharp

Friday: 5:45pm sharp

Saturday: 3:45pm sharp

Sunday: 4:45pm sharp

***Note: set up and pack up times are required to be within starting and finishing times.***

*Note: if leaving the room unattended at any time during the hire it is strongly recommended that valuables are taken with you or the room is locked. Wyndham City Library is not responsible for missing property.*

**Rates and Charges (GST inc)**

***Prices are current as of 1 July 2016***

**Community Benefit $36.00 per hour**

(Not for profit community groups or organisations based in Wyndham that are open to the general public at no cost to the attendee.)

**Community Groups $37.00 per hour**

(Planned activity classes open to the general public; including arts, education, culture, fitness well-being, skill development and hobbies.)

**Commercial use $47.00 per hour**

(Corporate or private activities where the purpose of the hire is exclusive or to generate profit for an individual or company.)

**Conditions of use**

* Set up of room must be arranged by user of room.
* Once completed all furniture must be cleaned and returned to the set layout as per required.
* Kitchenette must be cleaned; all dishes must be washed, dried and put away. Otherwise a Cleaning Levy of $25 will be charged.
* Projector Screen must be rolled up at end of session.
* All borrowed property of Wyndham City Libraries to be returned to the customer service desk.

**For any bookings please email:**

libraryadmin@wyndham.vic.gov.au