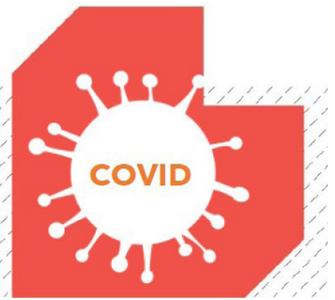


COVID-19 RESTRICTIONS FREQUENTLY ASKED QUESTIONS FOR MEETING ROOM BOOKINGS

(COMMENCING 10 AUGUST 2020)



Following the announcement from NSW State Government, Council's Library meeting rooms will reopen for bookings. **Enquiries and bookings will be taken from Monday, 20 July 2020, with the first booking date being Monday, 10 August 2020.**

Please refer to the frequently asked questions in relation to making a booking under the current COVID-19 restrictions.

What are the current capacities of the Library Meeting Rooms?

A maximum of 20 people per room is allowed in the Pink, Purple and Gold rooms, and a maximum of 11 people in the Silver Room.

Please note that these capacities include all meeting room guests including children, speakers, facilitators etc.

Am I amble to make a booking for the future over the current capacities?

At this point Council can take your booking for a date in the future, however it will only be for the relevant restrictions and capacities as noted above. Only when NSW Government restrictions change will these capacities be adjusted.

Do I need to supply any additional information for my booking?

A COVID-19 Safety Plan is required for all bookings in the meeting rooms. They must be submitted within **5 working days upon making a booking**, or **immediately if less than 5 working days to the booking**.

If a COVID-19 Safety Plan is not received within the above timeframe you will not be allowed to proceed with your booking.

Am I required to keep a record of attendance at my booking?

Yes. You will need to keep a record of the attendees at your booking, including contact details. Council may request you to produce this record if directed by relevant authorities.

Will there be a discount for hiring the Library rooms at reduced capacity?

Unfortunately no discounts will apply.

Has any special cleaning been undertaken in the Library Meeting Rooms?

No. However, Council will continue normal cleaning operations. All hirers and their attendees must practice and promote personal hygiene. Hand sanitiser and hand wipes are provided upon entering the Library, so please ensure you sanitise upon entry and exiting the Library.

What if I or an attendee is sick at the time of the booking?

As per advice from NSW Government, anybody who is sick must stay home. Please note that if you choose to cancel your booking the relevant cancellation fees will apply.

If restrictions are increased again and affect the booking (i.e. further reduced capacities) and I am unable to comply, will I be charged a cancellation fee?

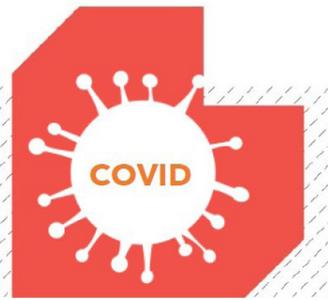
No, if restrictions are increased and you choose to cancel, you will not be charged a cancellation fee.

Please note that answers to these FAQs will change as the COVID-19 restrictions are updated by NSW Government. Please continue to refer to the [NSW Government COVID-19 website](https://www.nsw.gov.au/health-and-care-services/covid-19) for more information on how to keep safe when in a public space.

To make a meeting room booking please contact Library Administration on (02) 8711 7146. For any enquiries regarding this FAQ please contact rooml@liverpool.nsw.gov.au.

COVID-19 RESTRICTIONS LIBRARY MEETING ROOMS UPDATED MAXIMUM CAPACITIES

(COMMENCING 10 AUGUST 2020)



Following the announcement from NSW State Government, Council's Library meeting rooms will reopen for bookings. Enquiries and bookings will be taken from Monday, 20 July 2020, with the first booking date being Monday, 10 August 2020.

All hirers are required to observe physical distancing wherein the 4 square metre rule per person applies at all times. As this rule has affected the maximum capacities of the rooms within the Library please refer to the adjusted capacities below:

- **Gold Meeting Room**
20 people - maximum
- **Pink Meeting Room**
20 people - maximum
- **Purple Meeting Room**
20 people - maximum
- **Pink and Purple Meeting Rooms combined**
40 people - maximum
- **Orange Meeting Room**
Closed
- **Silver Meeting Room**
11 people - maximum

For more information on meeting room bookings with Liverpool City Library refer to *Council's Frequently Asked Questions for Meeting Room Bookings Factsheet*.

Please continue to refer to the [NSW Government COVID-19 website](#) for more information on how to keep safe when in a public space.

To make a booking please contact Library Administration on (02) 8711 7146. For any enquiries regarding the FAQ please contact rooml@liverpool.nsw.gov.au.