

Liverpool City Library - The Create Space

Terms & Conditions

The Create Space at Liverpool City Library can be booked by Library members 16 years and older. Customers between the ages of 12 and 15 must be accompanied by an adult who will be held responsible for the cost of any damage that may occur to the equipment, building, fittings, or furniture due to improper use of the facility. Parents or legal guardians must remain in attendance for the duration of the use of the facility and is responsible for safety and supervising of all activities during the booking period. Liverpool City Library reserves the right to cancel any booking or refuse access to the facility due to circumstances such as but not limited to emergency repairs, holding of Federal, State or Local Government Elections or other reasons deemed acceptable by Council. In the event of booking cancellation, the library will do everything it reasonably can to notify customers ahead of time to avoid disappointment.

Availability

- The Create Space is available Monday to Sunday. The Workshop closes half an hour prior to the closing of the library.

Induction

- The hirer must complete an online induction before their first use of the facility. This can be completed on the first visit, allow 15 minutes to complete the induction process.

Bookings

- Bookings can be made online through the library website, or at the library. Membership is required to book the facility.
- The Workshop can be booked up to 4 hours at a time.
- Bookings can be made up to one month in advance and one booking can be held per membership at a time.

Cancellation

- Please notify staff two hours prior to cancellation if you are unable to attend. Failure to attend or notify that you are unable to attend a booking session may result in prevention in access to the facility in the future. Please call staff on (02) 8711 7177 to cancel.

Equipment usage

- Technical equipment can be loaned through library membership for use within The Create Space facility.
- Technical equipment brought from home that requires to be plugged into a power point must be tagged and tested by an electrician prior to use (not including laptops).

WHS Requirements



Customer Service Centre Ground floor, 33 Moore Street, Liverpool NSW 2170

All correspondence to Locked Bag 7064 Liverpool BC NSW 1871

Call Centre 1300 36 2170 **Email** lcc@liverpool.nsw.gov.au

Web www.liverpool.nsw.gov.au **NRS** 13 36 77 **ABN** 84 181 182 471

- Customers must complete an online induction form before use of the facility.
- 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.
- All exit doors are to be kept clear and unobstructed at all times. In case of fire or similar emergency, evacuate the building following the instructions of Emergency Wardens and staff.

Materials not allowed within the facility

- Chewing gum, smoking including E-Cigarettes and alcohol are all prohibited materials within the facility.

Noise Levels

- Customers are to make reasonable efforts to control noise within the facility, including when performing any editing or filming.

Nudity

- Nudity or partial nudity is not permitted within the facility.

Food & Drink

- Food and drink are not permitted within the facility with the exception of water.

Delivery of Workshops

- Customers cannot deliver paid in person workshops from within the facility. If customers are to use the facility to deliver online workshops they must seek approval before advertising use of the facility in any way.

Cleaning

- Customers are to leave the facility as they found it, this means cleaning and tidying up any mess made before the completion of a session. Customers may be barred from using the facility in future should the facility be left in disrepair.

Damages

- Liverpool Libraries will not accept any responsibility for articles left on the premises. Any article brought into the facility by or on behalf of the customer, are the responsibility of the customer. Customers shall be held responsible for the cost of making good, any loss or damage to the building, floor, furniture, hire equipment, appliances or fittings arising out of, and in the course of the session. If the Hirer is between the ages of twelve (12) and fifteen (15) the Hirer's parent or legal guardian shall be held responsible for the cost of making good, any loss or damage to the building, floor, furniture, hire equipment, appliances or fittings arising out of, and in the course of the session.

Digital Content

- Liverpool Council is not liable for the content of material created by the customer. Customers are to ensure that content created in the facility is not in anyway illegal, obscene or infringes on copyright. The customer is responsible for licensing the material created within the facility.

Council staff reserve the right to end any session without notice if the customer is in breach of the Terms and Conditions.



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