

State Library of Western Australia

VENUE HIRE POLICY

1. Purpose

This document defines the hire and use of State Library venues, equipment and facilities.

2. Scope

This policy covers the terms and conditions for the hire of State Library venues, equipment and facilities.

3. Context

The State Library provides a variety of venues, equipment and facilities for hire both during opening hours as well as after hours, seven days a week.

4. Policy Statement

It is the policy of the Library Board of Western Australia that:

Any individual, group, organisation or member of staff is eligible to hire and use the State Library venues.

Any decision to hire a venue for a meeting or event does not imply or warrant any support or approval by the State Library of the views expressed at such meetings or events or those who participate in them.

Venues are hired on a commercial basis. Concessions may be applied to certain categories of client as determined by the 'Discount Policy'.

All venue hirers are encouraged not to use single use plastics and to only use environmentally friendly materials in the course of their booking.

Non-payment of venue hire or equipment hire charges by any individual, group or organisation; breach of State Library policy; or unlawful or illegal activity will lead to subsequent exclusion from hiring State Library venues.

5. Responsibilities

Director Strategic and Corporate Services (content and implementation).

6. References

Discounts for State Library Venue Hire Policy

7. Authorisation and Review

Approved	Library Board 5 August 2010
Review date	One year from Board approval
Reviewed	XTeam 20 January 2016 – endorsed with no changes
Reviewed	XTeam September 2019 – endorsed with changes

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Approved	Library Board 7 November 2019
CIU File	10/271