

EQUIPMENT - TERMS AND CONDITIONS OF HIRE

Terms of Service

1. Equipment may only be used for lawful purposes and in accordance with these terms. You may not use the equipment:
 - a. In any way that violates any applicable local, national, or international law or regulation
 - b. To send, knowingly receive, upload, download, use, or re-use any material that does not comply with our Content Standards (as defined below)
 - c. To knowingly transmit any data, sent or upload any material that contains any harmful programs or similar computer code designed to adversely affect the operation of any computer software or hardware.
2. Content Standards - the material you create or record with our equipment **must not**:
 - a. Be illegal, fraudulent, or deceptive
 - b. Infringe on any third-party's intellectual property rights
 - c. Be defamatory, obscene, or offensive.
 - d. Promote violence or discrimination based on race, religion, gender, sexual orientation, or age.
 - e. City of Subiaco does not endorse any hirer content, opinion, recommendation, or advice expressed therein, and City of Subiaco expressly disclaims any and all liability in connection with User Content.
 - f. The City of Subiaco should not be referenced in any recordings. If comment from the City is requested this must be submitted in writing to library@subiaco.wa.gov.au

Conditions of hire

1. Bookings can be made up to two weeks in advance. Bookings are confirmed by Subiaco Library on a first come, first serve basis. The City of Subiaco reserves the right to refuse any bookings.
2. The Nook is available to hire during library opening hours: Monday and Friday 9.30am to 5.30pm, Tuesday to Thursday 9.30am to 7pm, Saturday 9.30am to 4pm and Sunday 2pm to 5pm.
3. The maximum hire period for the space is two hours. The hirer is required to start and finish on time.
4. The hirer must check in with library staff at the beginning and end of the hire period.
5. The applicant agrees to leave the room in a clean and tidy condition, by placing all waste in bins provided and returning all furniture to the original position.
6. The hirer is liable for any damage caused to the room and any of the fixtures, fittings, furniture or equipment contained within the room during the period of use. All damages must be reported to library staff immediately.
7. The hirer must show respect and common courtesy to other groups within the building. The hirer must take care that any noise emitted from the room does not disturb or annoy other library patrons.
8. The City of Subiaco will not accept liability to any damage, theft or loss of items belonging to or the responsibility of the hirer.

I have read and agree to the attached terms of service and conditions of hire.

Name of applicant: _____

Signature of applicant: _____

Date: _____