



Council+ Pod Meeting Room

Terms and Conditions of Use 2025

Purpose

The “Council+ Pods” are available free of charge for community members requiring short access to video conferencing or quiet spaces for essential tasks (e.g. job interviews, telehealth appointments, private study).

It is not intended for regular office use, long-term study arrangements, or the operation of private business activities such as tutoring services.

Spaces Covered

This policy covers the following bookable spaces (names from Pronestor):

- Altona Council Plus Room
- Altona Meadows Council Plus Pod & Altona Meadows Media Room
- Altona North Council Plus Room
- Laverton Hub Council Plus Room
- Newport Hub Council Room
- Seabrook Community Centre Council Plus Pod
- Williamstown Council Plus Pod

Hours of use

These spaces are available for use during the opening hours of the facility.

Bookings must conclude 10 minutes before close of facility.

Booking Procedure

Bookings are limited to **2 hours per person per day**.

- **An additional hour** can be added to a booking on the day at the staff’s discretion, provided there are no other booking requests for the time.
- Additionally, the Altona Meadows Media Room can be booked up to **6 hours per person per day**, provided that the equipment in the room (lights, green screen etc) is being utilised as a critical part of the booking.

Making a booking:

- **In Person:** at the front desk of a Council+ site.
- **By phone:** on 1300 179 944.

Booking Criteria:

- **Permitted Purposes:** Advance bookings are only available for individuals requiring spaces for teleconferencing, interview appointments, or audiovisual recordings.
- **Fair Access:** Council reserves the right to review or adjust bookings to ensure equitable access for all users.
- **Advance Booking Limit:** Bookings can be made no more than 7 days in advance of the booking date.
- **Excessive Bookings:** Users making an unusually high number of bookings may have their usage reviewed to ensure fair access for all patrons.

Bookings will not be accepted for tutoring, private business use, multiple/regular bookings or repeated long-term use.

- Customers seeking additional hours, regular or commercial use should hire a designated meeting room instead by contacting:
libraryspaces@hobsonsabay.vic.gov.au

On-the-Day Walk-in Bookings:

- Spaces may be used for up to **2 hours on a walk-in basis**.
- All walk-in use must be arranged at the front desk before entering the pod.

No-Shows and Late Arrivals

Booking Forfeiture: If a user has not arrived within 10 minutes of their scheduled start time, the booking will be forfeited.

Space Reallocation: After this time, staff may reallocate the space to another user without notice.

Repeated No-Shows: Users who repeatedly fail to attend their bookings may have their booking privileges suspended.

Usage Conditions

Short-Term Use Only: Spaces are for short-term bookings and must not be used as a substitute for a regular workplace or to conduct ongoing business activities.

No Business Activity: Meeting spaces cannot be used to conduct business operations, client meetings, interviews, or any commercial activities.

Purpose Verification: Staff may request the purpose of use and reserve the right to decline or cancel a booking immediately if it falls outside these conditions.

Food and Drinks: Food is not permitted inside the booked spaces. Drinks are allowed only if they are in containers with secure lids.

Clean and Tidy: Users must leave the space clean and tidy, including cleaning any spills and removing all personal belongings at the end of use. **White boards to be cleaned after use.**

Vacate Promptly: Users must vacate the space immediately at the end of their booking period. Failure to comply may result in restrictions on future bookings.

Unattended Items: Any unattended personal items will be moved to lost property.

Conditions of Use

Observance of Laws: The Customer will comply with all Acts or statutory rules, provisions and regulations of the Commonwealth of Australia or State of when using the room. The Customer will not knowingly infringe any copyright. Council reserves the right to prohibit any activity which is objectionable, dangerous, contrary to the law or which infringes copyright.

Good Order: The customer is responsible for the preservation of good order in the room. The customer will observe all directions and instructions given by any authorised Council officer.

Right of Entry: Council authorised staff may enter the room at any time. The hirer must not obstruct them or any member of the police force, fire brigade, ambulance or any other emergency services.

Property and Cleanliness: Customers are prohibited from using blu-tack, sticky tape, and glue on any part of the meeting room. The venue must be left neat and tidy at the end of the booking period. Any spills should be cleaned immediately by the customer.

Screen Content Guidelines: Content displayed on large screens must be appropriate for a public library setting. Material that is violent, graphic, or otherwise offensive is strictly prohibited.

Noise: Activities must not create noise that disrupts other library users. Keep volume at a level that maintains a quiet environment.

Theft or Losses: Personal property is the responsibility of the Customer. Council is not liable for any loss or damage sustained by the customer.

Insurance and Indemnity: The customer will not do or neglect or permit to be done or left undone, anything which will affect the Council's insurance policy or policies relative to fire or public risk in connection with the room.

Obstructions: It is the customers responsibility to ensure that there is no overcrowding, and/or obstruction of exits. Non-compliance with directives regarding overcrowding, obstructions or insufficient egress will result in termination of your booking.

Equipment: The rights hereby given will extend only to the use of the room/pod as presently equipped. No alteration or additions to the equipment installed will be made.

Services Restrictions

No Client Services Bookings: Meeting spaces must not be booked for client services, interviews, or counselling sessions.

Seek Council Staff Assistance: Any client services activities must be arranged directly through council staff.

Applies to All Services: This restriction applies regardless of whether the service is for profit or not.

Compliance and Assistance

By making a booking, users agree to comply with all terms outlined in this document. Failure to adhere to these conditions may result in cancellation of bookings or suspension of future booking privileges.

For assistance or further information, please contact:

libraryspaces@hobsonsbay.vic.gov.au or call **1300 179 944**.