

Annexure B: Library Hall Usage:

Conditions of Use

1. General

- 1.1 Use is subject to a booking confirmation.
- 1.2 Persons attending meetings in the halls are subject to all library rules and regulations.
- 1.3 The hiring of the hall, kitchen and audio-visual equipment, where applicable, does not include the use of the following; electrical leads, adapters, stationery, computers, fax, telephone or photocopying service.

2. Supervision and control

- 2.1 It is the user(s) responsibility to ensure that proper order is maintained at the library hall for the duration of the booking and to ensure acceptable behaviour in respect of all persons entering or using the hall during such period.
- 2.2 The user is furthermore responsible for taking all reasonable steps to prevent damage to the property by any persons and shall remove persons guilty of improper behaviour from the hall and in this connection, instructions given by the library official in charge and Council Law Enforcement agencies must be obeyed by the user.
- 2.3 The user shall ensure that sound equipment is used in such a manner that it does not interfere with the ordinary comfort, convenience, peace and quiet of the library users or neighbouring properties.
- 2.4 The use of the halls may not disrupt normal library operations or the use of the library by others.

3. Housekeeping

- 3.1 No refreshments are included in the hiring of the kitchen and must be supplied by the user.
- 3.2 After the event the user shall be responsible for cleaning the premises and leaving it in the same condition in which the premises were originally in.
- 3.3 All cleaning and reinstatement shall be performed within the reserved booking time
- 3.4 All furniture, fittings, decorations and other articles introduced by the user shall be removed by the user within the reserved booking time.
- 3.5 Posters or other decorations may only be put up in designated areas.

4. Furniture and equipment

- 4.1 Users of the hall are responsible for arranging chairs and tables and setting up equipment prior to their meeting and returning everything to their correct positions afterwards.
- 4.2 Extreme care must be taken in moving and positioning furniture and equipment in order that no damage occurs.
- 4.3 The user will be held liable for any damages incurred resulting from the improper use of furniture and equipment.

5. Audio-visual equipment

- 5.1 All audio-visual equipment will be inspected by the library before and after usage and the equipment register must be signed by the user when hiring this equipment.
- 5.2 Audio-visual equipment may only be used in the hall.
- 5.3 All equipment brought in by the user(s) must adhere to the standard safety regulations.

6. Lock up procedure for after hour usage

- 6.1 When a library hall is booked after normal library hours, the library lock up procedures must be adhered to.
- 6.2 The key must be collected and signed for during library hours before the usage of the hall and returned as prescribed by the library's individual lock up procedures.
- 6.3 The person receiving and returning the keys, must sign in the key register and will take all reasonable steps to ensure the safety of library equipment, material and the building during the use of the library hall after hours. Failure to take all reasonable steps to ensure safety will result in the user being held liable for any loss/damage incurred.
- 6.4 Locking procedures include the following:
 - 6.4.1 The locking and closing of all doors, gates and windows in the hall and foyer
 - 6.4.2 Turning off lights and air-conditioning units.
 - 6.4.3 Turning off urns, stoves and other electrical equipment used.
 - 6.4.4 Setting the alarm.

7 Health, Safety and Security

- 7.1 The persons using the hall do so at their own risk.
- 7.2 The Council is not responsible for any injury to persons or loss of property incurred either while the hall is in use, or on entering or leaving the building.

- 7.3 The person or body occupying the hall shall ensure that no damage whatsoever is caused to Council property, or assets whether movable or immovable. The user will be held responsible for any losses or damage resulting from the use of the hall(s).
- 7.4 Council reserves the right of inspection at any time by any officials designated by Council thereto.
- 7.5 Hiring of any facility shall be in accordance with the provisions of the a) Occupational Health and Safety Act 1993 (Act 85 of 1993);
- b) Western Cape Liquor Act, 2008 (Act 4 of 2008);
- c) Criminal Procedure Act, 1977 (Act 51 of 1977);
- d) Council Policies; and
- e) All By-laws of the City of Cape Town
- 7.6 It is the user's responsibility to ensure that no more than the maximum number of people is allowed in the library hall at any one time.
- 7.7 The user shall not allow any person to congregate in the passages, aisles or doorways of the premises. Furthermore, he/she shall not allow any furnishings or other object to obstruct any emergency escape route.
8. **Non-compliance with the conditions of use may result in the person or organisation being refused any future use of the City of Cape Town library halls.**