

## Group Study Room Booking Form

Please complete both sides of this form and return it to the Information Desk on Level 1 at City Library.

Library staff will enter your information and confirm your booking. Please be aware of the charges that apply.

Multiple bookings will be confirmed by a member of the Public Programs team.

Today's Date:	
Name:	
Name of Organisation/ Institution/ Group:	
Membership barcode:	
Telephone:	
Email:	
Date and time of room request:	
If more than 1 booking is required, list all dates and times:	

Form continues on the other side...



### Melbourne Library Service

City Library  
253 Flinders Lane Melbourne 3000  
Telephone 03 9658 9500

East Melbourne Library  
122 George Street East Melbourne 3002  
Telephone 03 9659 9600

North Melbourne Library  
66 Errol Street North Melbourne 3051  
Telephone 03 9658 9700

[www.melbourne.vic.gov.au/libraries](http://www.melbourne.vic.gov.au/libraries)

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Melbourne Library Service

GROUP STUDY ROOM  
BOOKINGS  
@ CITY LIBRARY

**The Group Study Room, located on the Mezzanine, is part of the Frank Crean Independent Learning Centre. The Computer Lab, the ENG table and ENG collection complete this centre.**

The intention of the room is to provide a space for groups of up to 12 people, to work together in support of study or community activity.

The room is also available for commercial hire.

**Who can book the room?**

The room is available for use by Melbourne Library Service card holders. Requests for advance bookings should be made by using the Group Study Room Booking form in this brochure. Those wishing to use the DVD/CD or TV may book on the day and use the room free of charge.

**CAE Staff**

The room can be booked free of charge by CAE staff for use in conjunction with library studies. The room is not for private tutorage, unrelated to CAE work.

**CAE students**

The room can be booked free of charge by groups of accredited CAE students to facilitate CAE coursework

**Community and Commercial groups**

Community-based groups, who do not charge fees for the activities held in the library facility, are eligible to book the room at a reduced rate. Other institutions or tutors who are being paid for their time, must pay the commercial rate.

**Cost**

Commercial rate: Full day (9am – 5pm) \$225  
 Per hour \$40  
 Community rate: Full day (9am – 5pm) \$22  
 Per hour \$4.40  
 Casual use: bookings made in person on the day will be complimentary

**Meeting Room Charges**

**What rate should I be charged?**

The rate is dependant on the following criteria:

**Commercial**

- for-profit organisations
  - businesses
  - groups which charge fees for the activities held
- This includes private, local, state and federal government bodies, community and not for profit organisations that receive government funding. An example would be a theatre group which receives funding from local government but who charge for their activities. Another example would be a state government body running a training program for Work for the Dole.

**Community with library links**

Groups whose activities have clear links to the library, such as library sponsored book groups or Friends of the Libraries groups.

**Community with council links**

Groups convened or co-ordinated by City of Melbourne council officers. Library meeting rooms are not considered part of the council staff meeting facilities because they are primarily for public use. Therefore use by City of Melbourne must be considered in the context of public demand.

**Community (all others)**

Community-based groups, who do not charge fees for the activities held in the library facility.

**Sponsorship**

The Library Service may enter into a special arrangement with specific conditions for organisations that provide a direct community benefit and contribute to the library mission. Sponsorship decisions will be made by the Library Services Coordinator. There are separate guidelines to inform sponsorship decision-making.

**Group Study Room Booking Form**

What will you be using the room for? (Community or Commercial use)	
Are you are CAE Staff member?	
If CAE staff, which Dept are you from?	
Are you a CAE student?	
If you are studying at CAE what is your course?	

I hereby declare that the information I have supplied as to the use of the room and the rate I/my group should be paying is correct.\*

\*additional charges may apply if the room is not being used in accordance with the guidelines.