

## Mataura Library Conference Room Policy

### Criteria for use

- The room is for adults (18+). An exception is for adult/s tutoring or meeting with a child/children.
- The maximum number of people using the room is four. For more than four people please ask about the Mataura Community Hall facilities.
- The room may be used for the following types of activities:
  - Council business, e.g. rates rebate meetings
  - Tutoring, study, online examination
  - Personal business, important phone call, e.g. for a job interview
  - Workbridge officer meetings. If meeting a number of people consecutively the room may be booked for longer than one hour.
- The time limit is one hour. A request for longer than one hour will be considered on a case-by-case basis.
- Noise must be limited to low speaking voices, or recording/speaker set to low volume. The room is not soundproof.
- If you have a booking please make yourself known to staff before entering the room.
- There is no charge for use.
- The room has a security camera operating.
- All staff instructions must be followed and the room left clean and tidy. Failure to follow staff instructions may result in future use of the room being denied.

### Library staff responsibility

- Maintain a bookings calendar and manage room use.
- Record requests that fall outside the above criteria. These will be taken into consideration when criteria are reviewed.

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