

The Women's Library



ABN 41 769 220 943

PO BOX 271 Brown St. Newtown NSW 2042

Located at: 8-10 Brown Street Newtown

Phone: 02 9557 7060

www.thewomenslibrary.org.au Email library@thewomenslibrary.org.au

GROUP BOOKING INFORMATION & APPLICATION FORM

Thank you for your enquiry regarding using The Women's Library space for your group/meeting. The Women's Library is run on a volunteer basis. If you would like to use the space for a group or meeting we request that you provide us with information about the group/meeting.

All are welcome at The Women's Library. Priority is given to groups run by The Women's Library. Please be aware that NSW anti-discrimination law does not approve of groups which exclude specific groups of people. The Women's Library does encourage women to use our space to run groups which support and promote women's community.

Insurance

Groups which are independent or charging fees will need to have their own public liability insurance. Groups that are not for profit will need to take up group membership at TWL (usually \$50-70, in some circumstances the committee may agree to waver the group fee). If your group is accepted, we would appreciate you collecting a gold coin donation from each person attending on the nights you use the space.

Use of Premises

Due to possible safety, insurance, duty of care and conflict of interest reasons, use of the premises is not permitted without prior permission. People responsible for facilitating groups are asked to remind participants that this means they cannot be in the library space when it is not opened, .i.e. advertised library opening hours or when the group they are attending is on.

The Women's Library has a limited capacity to offer the space to community groups who do not have their own public liability insurance. Because of this we give priority to women's groups who have limited means, and are endeavoring to support groups that are not readily available in the community.

Thank You

The Women's Library Management

GENERAL INFORMATION

- Please keep a copy of this application for your record

At the Women's Library - before you leave please ensure

- 1) The toilet light is off (on the left inside the door)
- 2) The water urn is switched off (on the wall to the left of the kitchen sink)
- 3) The ceiling fan switches and lights are all off (these are together, just to the right of the door as you go out)
- 4) The door to the library is locked
- 5) The pedestrian's gate at the bottom is locked (unless the main library is still open)

Codes for the gate and door locks will be provided to the contact person if your group is approved (these codes must not be passed on to another person without consent of the TWL management).

OFFICE INFORMATION

On _____ (date) this group was/was not approved by The Women's Library Committee of Management.

Reason for decision:

Signed: _____ Date: _____

Office Held: _____

TWL GROUP APPLICATION FORM

What is the name of your group?

What is your group about?

What is the general philosophy for the group?

Is there any other information you would like us to know about your group?

Do you have public liability insurance?

If yes, who is the policy with?

(If your group is accepted to use the space, a copy of this will be required).

What are your preferred meeting times?

Option 1:

Option 2:

Option 3:

How many people do you expect to attend the group?

Will your group be open to other members who may enquire about the type of group you are running?

Will you be charging a fee to people attending the group?

(If you are charging a fee, there will be a fee for using the library space. Cost on enquiry).

GROUP CONTACTS

Please provide the contact details of two people who will be responsible for facilitating the meeting, who will be responsible for the group and the security of the library.

Contact 1

Mobile:

Email:

Website:

Contact Name 2:

Phone: _____ Mobile: _____

Email: _____

Website: _____

AGREEMENT

We, the undersigned agree:

- (1) To abide by the group guidelines established by The Women's Library (TWL), and understand that these rules may change over time as required.
- (2) To protect TWL property -only allowing authorised people to have the codes and key in their possession, and an authorised person to be at TWL when the group is on. This is usually the person nominated as such in the permission to use the space application.
- (3) To protect the community standing of TWL - group members must be courteous and helpful (within reason) to members of the public who come to the library when they are the only ones there.
- (4) To notify TWL of any incidents on the premises that may affect the safety and wellbeing of other library members and the general public.

Contact 1 Signature: _____ Date: _____

Contact 2 Signature: _____ Date: _____