

Creator Space

HOST YOUR COMMUNITY EVENT



WILLOUGHBY CITY
LIBRARY



Conditions of use

Length and frequency of use

- If your application is approved, the Library will allocate the Creator Space for your group for up to 12 months.
- Depending on the nature of your group, you may not be allocated the entire area of the Creator Space.
- A review of your application will take place after the first 3 months.
- Your group must meet at least four times a year.
- Your group can use the allocated area up to once a week.
- If your group's designated day falls on a public holiday or the Library is otherwise closed, then the day is forfeited and will not be re-scheduled.

Use of the venue

- Financial transactions must not be undertaken within the Library.
- The space is not available for religious, political or commercial use.

Community participation

Participation in the group must be open to the community (numbers may need to be limited according to activity).

Group promotion

You must provide material to the Library to assist in promoting your group on Library communication channels. If material is in a language other than English, an English language version must also be submitted.

Nominated co-ordinator

- The group must nominate a co-ordinator who will be responsible for communicating with the Library. The co-ordinator must undertake a Work Health and Safety induction for use of the space
- The co-ordinator is responsible for ensuring the safe and proper use of the equipment provided e.g. projector, partitions and furniture.

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Compliance and endorsement

- Your group must adhere to these guidelines, the Creator Space Application Guidelines, Library Policies and Guidelines and Behaviour in the Library.
- The Library may, at its discretion, give notice to your group for any reason, including failure to comply with these Conditions of Use.
- Your group's use of the Creator Space does not imply Council endorsement of your group.

Any enquiries?

If you have any further questions, email the Library at library@willoughby.nsw.gov.au.