

Conditions of Use Agreement

Name of group:

Contact person:

Address:

Phone:

Mobile:

Email:

I have read and agreed to comply with the conditions of use and acknowledge my responsibilities as outlined in the attached "Conditions of Use and Agreement to Hire Learning Centre Venues".

Signature:

Print name:

Date:

Office Use:

Deposit lodged:

Acknowledged by:

Schedule of Charges

Room Hire*	Price per Hour
The Lab	\$55
Sydenham Room/Learning Centre Rooms 2 and 3	\$20
Video conference room • Dialing out/Set up of Bridge	\$30

Photocopying, lamination and document saving

Size	Product	Price per Item
A4	Black and White Copy	\$0.20
A4	Colour Copy	\$1
A4	Lamination	\$0.30
A3	Black and White Copy	\$0.40
A3	Colour Copy	\$2
A3	Lamination	\$0.50
80 mins	CD Rom	\$1

Miscellaneous

Product	Price
Data Projector	\$51.10 per half day
Video Conference Session	\$30.70 min. charge
Security	\$20.40 per half hour
Staff fee	\$65.00 per half hour

* Please Note: Not for profit community groups are sometimes exempt from room hire charges.



Christchurch City Libraries Learning Centres

South Learning Centre, 66 Colombo St, cnr Hunter Tee
Upper Riccarton Learning Centre, 71 Main South Road

Telephone: (03) 941 5140. Email: learningcentre@ccc.govt.nz
Or visit our website: my.christchurchcitylibraries.com



Libraries Learning Centres

The Libraries Learning Centres – *Pūtahi Akoranga*, have been purpose built for Information and Communication Technology (ICT) learning.

The South Learning Centre is part of the South Christchurch Library, and the Upper Riccarton Learning Centre is part of the Upper Riccarton Community and School Library. Both Library complexes were designed using sustainable principles and are flagship buildings within Christchurch. The Libraries Learning Centre aims to provide the local community with today's technology.

Local community groups are able to use the Learning Centre rooms to further their learning in ICT. The spaces available are the Computer Labs, meeting rooms and the Video Conferencing Room. These rooms variously house a wide range of technologies – please refer to the Schedule of Charges.

Pūtahi Akoranga

Pūtahi – centre, middle, two paths or streams running into each other

Akoranga – to learn or teach

Overall meaning 'Centre for teaching and learning'.

The South Learning Centre is the first of its kind to offer lifelong learning opportunities to the community. It is a place for children, teachers and the community to integrate technology into their learning, update skills and access electronic information. Born out of the closure of Sydenham School, the South Learning Centre now caters to all of the Christchurch community.

Inspired by the success of the South Learning Centre, the Upper Riccarton Learning Centre is a collaborative space used by both the Community and the Riccarton High School.

The Libraries Learning Centres are funded by Christchurch City Council.

Venue Options

South Learning Centre has three venue options. Rates are negotiable for not for profit community based groups coordinating learning. They are:

- **The Lab**, a networked computer suite of 31 computers. *Maximum of 35 people.*
- **The Sydenham Room** which has all the requirements for meetings big and small. *Maximum of 60 people.*
- **Video Conferencing Room**, a permanent room dedicated to live distant communication. *Maximum 8 people.*

The **Upper Riccarton Learning Centre** houses the following:

- **The Lab**, a networked computer suite of 30 computers. *Maximum of 35 people.*
- **Learning Centre Rooms 2 and 3** which has all the requirements for meetings. *Maximum of 30 people in each room. Or the rooms can be opened up to create one large space.*

Conditions of Use

Prior to use

- Prior to using The Lab, Sydenham Room, Video Conferencing Room at South Library or the Learning Centre Rooms at Upper Riccarton Library, make sure that the venue is suitable for your use.
- Familiarise yourself with safe access to and from the venue, and also the location of fire alarms and fire extinguishers in the building.
- If you are bringing in external tutors they will need to have an orientation session of the equipment, layout, etc, with South Learning Centre staff. In some cases this may be charged back to the hirer.
- For fee paying users payment of a non refundable deposit (equivalent to 2 hours hire) is required upon confirmation of booking.

During use

- Before moving any furniture/equipment in The Labs or Video Conferencing Room please ask South Learning Centre staff.

- If you want to attach any additional fixtures or fittings (e.g. signs, banners, balloons) ask Learning Centre staff first.
- The venues are not to be used in any noisy, obnoxious or offensive manner or for any illegal purpose.
- All Christchurch City Libraries, Service Centres and Learning Centres are a smoke free environment.
- For fire safety reasons the maximum number of people allowed in each room are:
 - The Labs: 35 people;
 - The Sydenham Room: 35 people;
 - The Video Conferencing Suite: 8 people;
 - Learning Centre Rooms 2 and 3: 30 people each;
 - Providing all exits remain clear and the other Learning Centre rooms are empty of people, the maximum number allowed in the Sydenham room is 60 people.
- For bookings on weekdays and after library hours, all people are required to promptly leave the Learning Centre Rooms at 9.30pm, or before.
- Bookings during weekends may incur a staff or security charge. The cost of this will be arranged with and invoiced to the user.
- Learning Centre and Library staff reserve the right to visit the venue during the period of use.
- Red Café in the Libraries provides a catering service, by arrangement.
- Groups are able to make their own catering arrangements. Tea and coffee can be supplied through South Learning Centre but not Upper Riccarton Learning Centre. The cost of these arrangements are to be met by the user.

After use

- When leaving ensure that the venue is left clean, tidy and secure. If any cleaning is necessary after the hire this will be charged on to the user.
- Make sure that you take all your extra equipment when you leave.
- Please report any damage to the buildings or chattels straight away to the Learning Centre/Library staff. Any repair work required may be charged back to the user.
- Where hire charges have been agreed, payment is to be paid on the day or by the 20th of the month following the date of the invoice sent to the user.

