

**Community-initiated programs**

**Application**

Moreland City Libraries are valued community hubs and destinations for people from diverse backgrounds and age groups. We recognise that Libraries are used for a range of purposes, including social connection, learning and leisure. We welcome applications from community groups who would like to use library spaces to run programs aimed at Moreland’s community.

Application procedure

1. Submit your application in writing using this form to the Team Leader of the library where you would like to hold your program.
2. Your application will be considered and you will receive a response within 3 weeks.
3. If there are any questions or concerns on either side, the Team Leader will arrange a meeting to discuss them.

Conditions

**Programs must align with the strategic objectives of the Library Service.**

* Strategic Objective 1 – Provide inclusive, responsive and innovative library service delivery to help meet the needs of our proudly diverse community.
* Strategic Objective 2 – Foster life-long learning, community connectedness, creativity, wellbeing and a reading culture to enrich lives and build resilience.

**Guidelines**

* Programs must be free of charge to attend, and open to the public unless they are of a confidential nature, such as a support group for a vulnerable community.
* Programs are welcome during the libraries’ open hours, including on weekends.
* Programs must finish 30 minutes before the library closes.
* Activities involving children are welcome as long as they are run by organisations that are set up to do Working with Children checks and who accept responsibility for the adults involved.
* Groups must be self-sufficient.
* Programs which involve working on computers can be accommodated in either the Brunswick Library computer room (capacity 13 people) or at one table of computers in the Coburg Library (capacity 6 people). Attendees will need to have a valid library membership card to use the computers.
* Staff are able to assist your group by reserving the space for you and by displaying publicity posters.
* Group members are welcome to provide refreshments, not including alcohol (which cannot be consumed on library premises).
* Where activities take place in the open area of the library, your group should be considerate of other library users and keep noise to a minimum. You will not be able to use amplification or microphones as part of your activities.
* In order not to disadvantage other library users, the size of your group needs to work with the space that is available. This space is only available for the time that your group has booked it.
* All attendees will need to abide by the Library Use Policy, which clarifies the expected behaviour of people when in the libraries.

**Marketing**

* Your group can make marketing material available for display in libraries, which will be displayed in line with current library policy. Any materials need to be A4 or smaller in size.
* Your group can also submit an event to the council website for promotion.
* When publicising your program, your group should acknowledge the library service for free use of space and note that the activity is independent of the library service.
* During your meeting or activity, you will need to display signage so others know it is open to all.

**Review of programs**

* All group activity will be reviewed after 3 months.
* The library reserves the right to discontinue the use of library space if:
* The group fails to meet regularly (if 1 or more scheduled meetings out of 3 do not take place).
* If the group has the capacity to take large numbers and consistently has low numbers (5 or fewer), and if there is also a waiting list for the time slot.
* The group interferes with other library users’ use of the library space.

**Application for community-initiated program**

Name of group (if applicable):

Contact name:

Position within group:

Telephone number:

Email address:

Type of activity:

Intended audience:

Duration, frequency and timing of activity (eg 1 hour every other Saturday):

How does the program align with the strategic objectives of the library service as outlined above?

I hereby agree to the conditions of use and take full responsibility for ensuring they are adhered to.

Name and Signature:

Date:

**Return to: Library Team Leader**