Port Adelaide Library

2-4 Church Street, Port Adelaide

Community Room Hire Information

Resource List	
Capacity	38
Tables	Large trestle table (750mm x 1800mm) x 1 Small table (900mm x 900mm) x 2
Chairs	40
Air conditioning & heating	Yes – Split system
Technology	Projector system
Equipment	Lectern Whiteboard
Toilets	2 x F, 1 x M, 1 x disabled
Car Parking	Limited off street parking 1 x disabled
Kitchen equipment	Billi Tap Dishwasher Sink

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Arriving & Departing

ON ARRIVAL

1. You must not enter the Community Room before your booked time.

2. Upon arrival report to the customer service desk located in the library.

3. If you find that a mess has been left by the previous hirers or damage has been caused, please take photos and email it to us immediately to service@cityofpae.sa.gov.au, or speak to a staff member on site.

4. The switch is located on the wall near the door.

ON DEPARTURE

1. Wipe all tables and chairs.

2. Return tables and chairs to their original position.

3. Ensure that technology is turned off.

4. If you have used the kitchenette - wipe down all bench top and sink.

5. If you have used a portable urn, wait until it is cooled down, then empty and leave upside down on the sink to dry.

6. Sweep the floors, mop any spills, and put all rubbish in the bins.

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Important

- **Read the Conditions of Hire carefully**
  It is important to read the Conditions of Hire document which outlines your responsibilities and the expectations of Council. This can be accessed via a link on your booking confirmation email, or at https://www.cityofpae.sa.gov.au/__data/assets/pdf_file/0023/410099/General-Conditions-of-Hire-Facilities.pdf

- **Paying on time**
  Bookings are not confirmed until full payment has been received. Payment must be made within 7 days of making your booking or it may be cancelled.

- **You must not exceed capacity**
  You must not have more than 38 people in the Port Adelaide Community Room. This is due to government requirements for your safety.

- **Booking time**
  Your booking time must include time for you to set up and pack up, and arranging for equipment to be delivered or collected. You must not enter the room before your hire time, and you must leave the building at the time your hire ends.

- **Air Conditioning**
  We have a new split system unit in the community room. It has a control panel mounted on the wall to adjust the temperature as required.

- **Decorations**
  Council does not allow decorations, photos or posters to be taped, glued, blue-tacked or nailed to walls or ceilings in any facility.
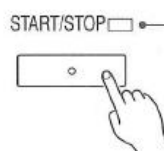
- **Come prepared**
  Please note that crockery, cutlery, cookware, utensils, cleaning products, linen and garbage bags are not provided.

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Instructions

Air conditioner

To start/stop operation
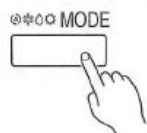
START/STOP

Press the "START / STOP" button.

Operation lamp
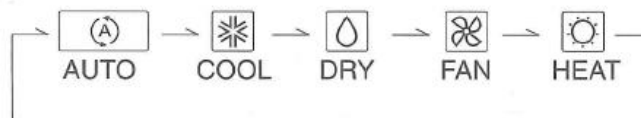Air conditioner ON: Lit brightly
Air conditioner OFF: Not lit

Blinking of START/STOP LED means occurrence of an error. Please refer to "ERROR CODE DISPLAY" in the manual.
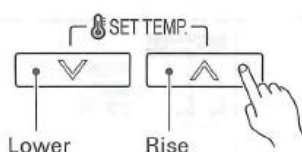
To set the operation mode

● **Operation mode setting**

⊚❄◊✿ MODE

Press the "⊚❄◊✿ MODE" button to set the operation mode.
If DRY is selected, the fan speed will be set to AUTO.

(A) AUTO → ❄ COOL → ◊ DRY → ✖ FAN → ☼ HEAT

● **Room temperature setting**

SET TEMP.
∨ Lower   ∧ Rise

Press the "SET TEMP. ∨" button or "SET TEMP. ∧" button to set the room temperature.

Temperature setting range
AUTO .... 18 to 30°C
COOL/DRY .... 18 to 30°C
HEAT .... 16 to 30°C

● **Fan speed setting**

✖ FAN

Press the "✖ FAN" button to select the fan speed.

✖(A) AUTO → HIGH → MED → LOW → QUIET

ECONOMY OPERATION

● **Economy setting**

ECONOMY
THERMO SENSOR

24°C ❄ ✖ ECO
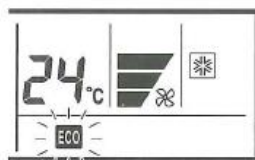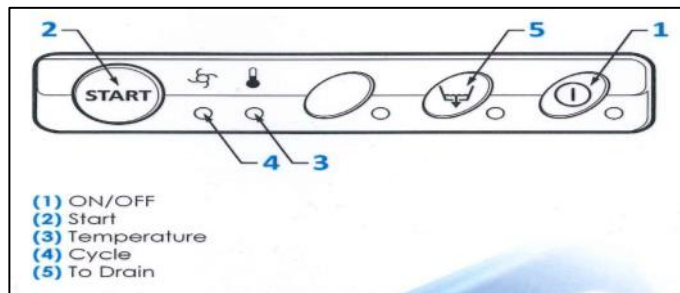
Press the "ECONOMY / THERMO SENSOR" button to start or stop ECONOMY OPERATION.
For details on the function, refer to page 11.

Dishwasher

(1) ON/OFF
(2) Start
(3) Temperature
(4) Cycle
(5) To Drain

DISHWASHING INSTRUCTIONS

1. Close the door and press the On/Off switch. A green light will indicate the power is on and the wash tank will automatically fill with water.
2. The machine is ready to use when the second green light comes on – this is a temperature light and may go off as temperature fluctuates.
3. Open the door and pour 35 grams of detergent into the wash tank from this time on detergent only needs to be added every 4-5 cycles.
4. Remove loose food scraps and gunk from dishes and fill the racks (Glasses, tumblers and cups must be inverted).
5. Slide the rack/s into the machine and close the door.
6. Press the Start button for 1-2 seconds and release. The green light next to the Start button indicates that the machine is in operation.
7. When the green light goes off the cycle is done and rack can be removed from the dishwasher.
8. Leave the door open.
9. To drain the machine remove the white pipe sticking up (not the net filter) and push the drain button for 5 seconds and release to drain the machine. – It will stop automatically.
10. Remove any scraps from the bottom of the machine.
11. Remove net filter and clean under running water.
12. Please ensure no particles fall into the pump opening.
13. Replace net filter and pipe and then press the drain switch again.
14. When the pump stops leave the door open so the machine can ventilate.

Instructions for use of Data Projector in Port Library Community Room

Collect the required HDMI or VGA cable from library staff at the information desk.

Plug in your laptop if using a power cable but **do not** turn the laptop on. Depending on your device, plug in the appropriate HDMI cable into HDMI 1 or HDMI 2 outlet or VGA cable to computer 1 or 2.

Tap the touch screen on the wall to start the projector. If the touch screen is not illuminated, touch the screen twice.

Select Turn Projector on? Yes

The projection screen will lower automatically when the system is turned on and the data projector will turn on and warm up.

Select on the touch pad the input source for the laptop to run eg HDMI

Turn on the laptop

Adjusting aspect and screen display

To change the aspect of the display eg 16:9

Select Aspect

To adjust the screen display eg auto adjust image to size of screen

Select Auto adjust

Control pad

The options enabled on the control pad are volume, picture mute and power off .

The other options have been disabled.

The picture mute will hide the image that is on the laptop and sound can also be muted via this option.

Power off

The projector will go into cool down mode. The system cannot be turned back on again until the cool down is complete in approx. 40 seconds.

Please Note

HDMI and VGA cables must be returned to the information desk.

The Port Adelaide Enfield Public Library Service only supplies these two cables. Use of any other cable is the responsibility of hirer of the community room.
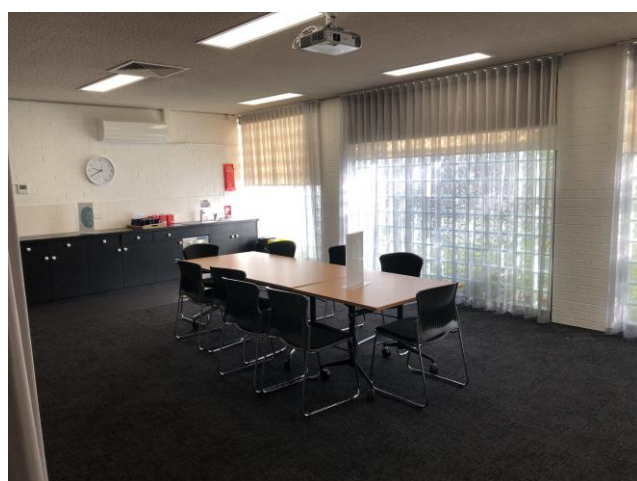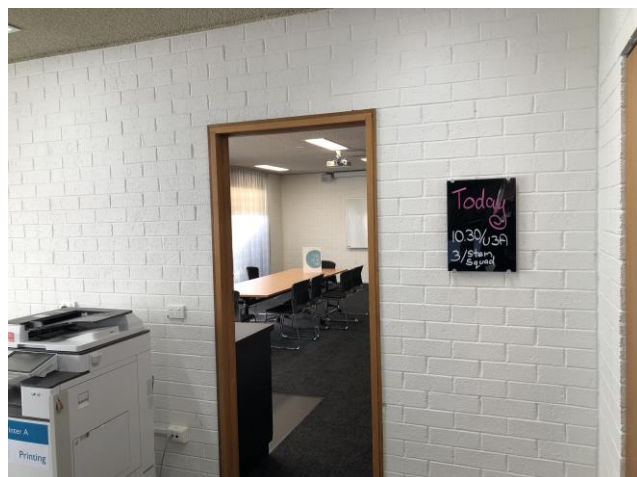
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Photos

Community Room

Kitchen

Tables & chairs

Port Adelaide Library

Floor Plan

City of
Port Adelaide Enfield

Library

Community Room

Toilets

Entrance