

Parks Library

46 Trafford Street, Angle Park

Meeting Room 2 Hire Information



CITY OF
Port Adelaide Enfield



Resource List

Capacity	12
Tables	Large flip top tables (1850mm x 900mm) x 4
Chairs	12
Air conditioning & heating	Yes
Technology	Wi-Fi Zoom Room Technology
Glass whiteboard	Yes
Toilets	5 x F, 2 x M, 1 x disabled Parents Room Changing Places
Parking	Limited off-street parking 2 x disabled More parking is available near the YMCA

ECONOMY • COMMUNITY • ENVIRONMENT • PLACEMAKING • LEADERSHIP

City of Port Adelaide Enfield • T (08) 8405 6600 • E service@cityofpae.sa.gov.au • www.cityofpae.sa.gov.au
Civic Centre 163 St Vincent Street Port Adelaide South Australia • PO Box 110 Port Adelaide SA 5015
Regional Offices Enfield Library - Council Office • Greenacres Library - Council Office

31/03/19

CHANGING PLACES



Changing places are secure, clean facilities for people living with disability who need space and assistance to use the bathroom, when out and about in the community.

The facilities include a hoist, adult change table, automatic entries, and space for assistance.

The changing place facility is independently accessible using the MLAK key or with the assistance of Library Staff during opening hours.

A changing place is a facility to suit those with complex care needs and ensures that everyone can participate within the community.

COMMUNITY KITCHENETTE

1. Non- exclusive access to the community kitchenette is included in each booking
2. Please identify at the time of booking if you require use of the kitchenette equipment and crockery/glassware/cutlery/serving ware
3. A full list of kitchen resources is available on the Council Website and can be emailed on request.

Kitchenette Resource List	
90 L pyrolytic oven	Billi tap
Induction stove top	Coin operated coffee machine
Commercial dishwasher	Sink x 2
Two-door chiller fridge	Induction cookware
Microwave	Oven cookware
Crockery and cutlery	Serving dishes

ON ARRIVAL

1. You must not enter the Meeting 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 lights work on a sensor system.

OUT OF HOUR BOOKINGS

1. Upon arrival use the swipe card to unlock the front door.
2. On entering the building locate the control panel for the Community Area on the right hand side of the entrance / exit doors.



3. To disarm Community Area swipe the card once.
 - a. The LED light should turn solid green once the area is disarmed.
4. Swipe the card on the control panel next to the door of the room you have booked to access the room

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 tops, refrigerator, sink, stove, and oven.
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.
7. If you have filled the bin please empty it and leave re-lined for the next hirers.

OUT OF HOUR BOOKINGS

1. Close/lock all windows and interior doors (as you found them).
2. Swipe the card three times over the control panel for the Community Area on the left-hand side of the entrance.



3. When the area is successfully armed the LED light will turn solid red.
 - a. If it does not arm after three swipes, double check that all doors are closed and rooms are clear.
4. Press the green button near the entrance / exit door to open the front doors.

Arriving and Departing

5. Ensure that the entrance / exit door does not reopen.
6. Return the keys, swipe card and EFT form in the case provided through the Library Return Chute.

OR

Return to the Parks Library in person during library opening hours.

AFTER HOURS ASSISTANCE

For any urgent matters after business hours, you can contact our after-hours support team on 8405 6600.

Please be aware that if instructions are not followed and results in security or after-hours assistance being called out, the call-out fee (\$165) will be deducted from the Hirer's bond.

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

Additional cleaning, damage costs, and after-hours call-out fees (where the customer is at fault) will be deducted from bond fees, and if required additional costs will be invoiced to the Hirer.

- **Paying on time**

Bookings are not confirmed until full payment has been received, including Bond, Key Deposit and Hall Hire. 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 12 people in Parks Library Meeting Room 2. 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 building before your hire time, and you must leave the building at the time your hire ends.

- **Air Conditioning**

There is 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 must be booked separately if required. Linen and garbage bags are not provided.

- **Cleaning up**

Cleaning tools are supplied for your use at the facility, they can be found in the storeroom as identified in the Floor Plan.

You should expect that the room is clean and tidy when you arrive. Please leave it in the same manner for other hirers after you.

- **Refunds**

Please remember that refunds of Bond and Key Deposit(s) will be processed within 15 working days of returning your key as long as the you have fulfilled all obligations under the Hire Agreement, and where the Council is satisfied that there is no damage and the facility has been left in a clean and tidy state.



zoom | ROOM

Quick-start Guide

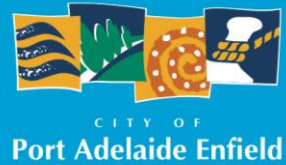
PAE Libraries have Video Conferencing technology installed in this room. The room utilises 'Zoom Rooms' to run virtual meetings. You will see on the touch screen inside the room options to join and start meetings, share screens, and change meeting settings (such as volume and camera position). You are also able to connect and display your own device using the included cable.

Starting or joining a meeting

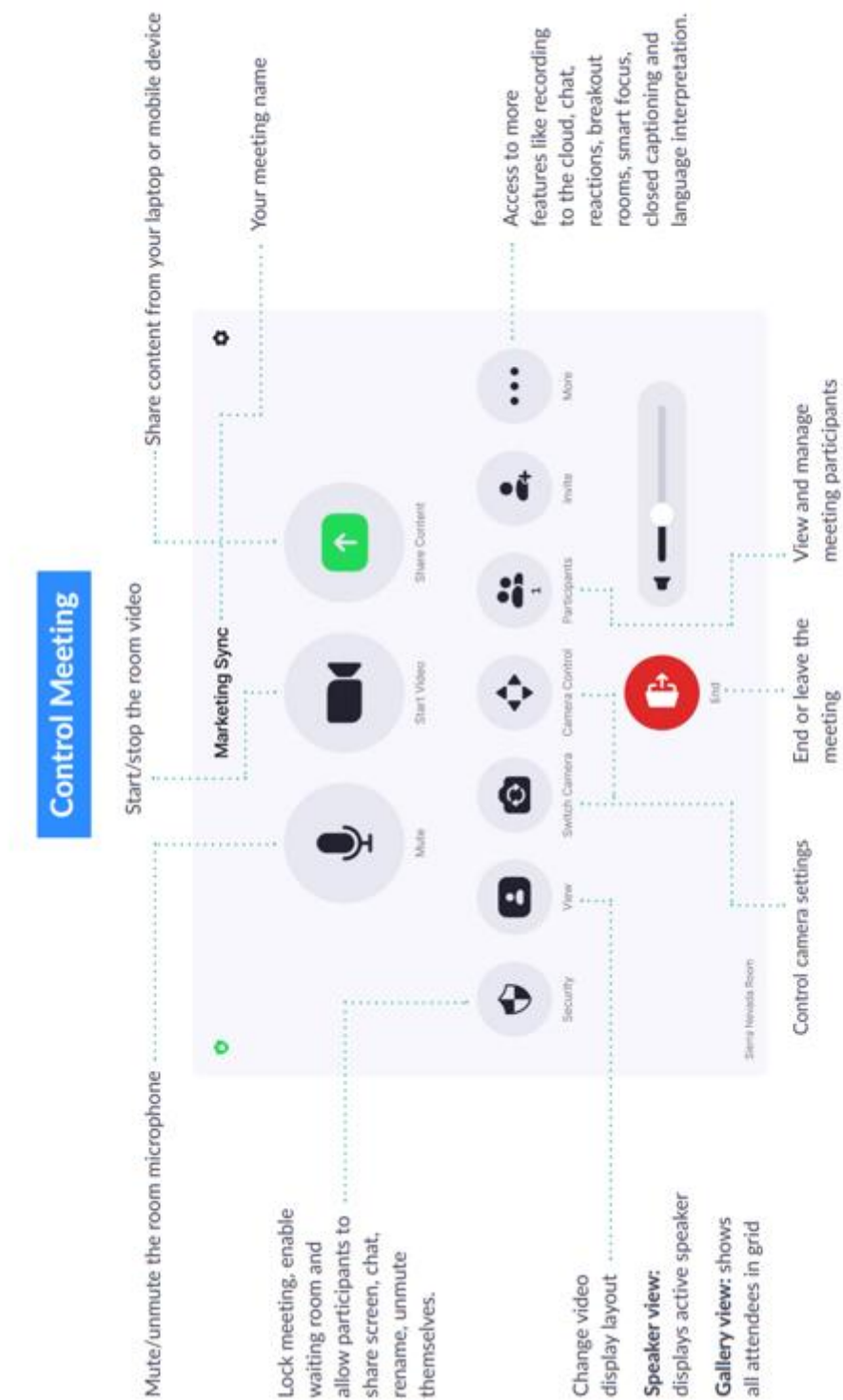


- To start a meeting, tap 'New Meeting'.
- To join a meeting using a Zoom Meeting ID, tap 'Join'.
You will then be prompted to enter the Meeting ID.
If the meeting has a passcode you will be prompted to enter this before joining.

Technology Instructions



Controlling the meeting using the touch screen



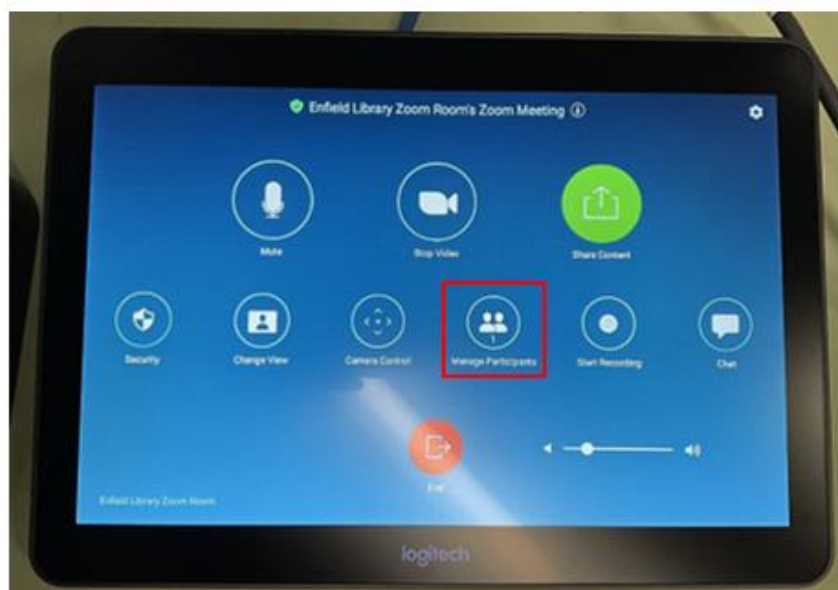
Controlling the meeting using the Zoom Rooms remote

The Zoom Room remote can be used as a 'TV Remote' to control the meeting.



Inviting people to your meeting

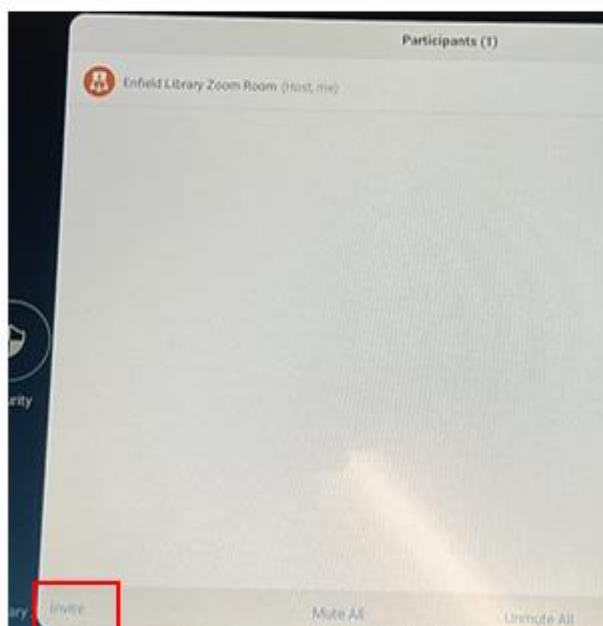
Once you've started a new meeting, tap on **'Manage Participants'**





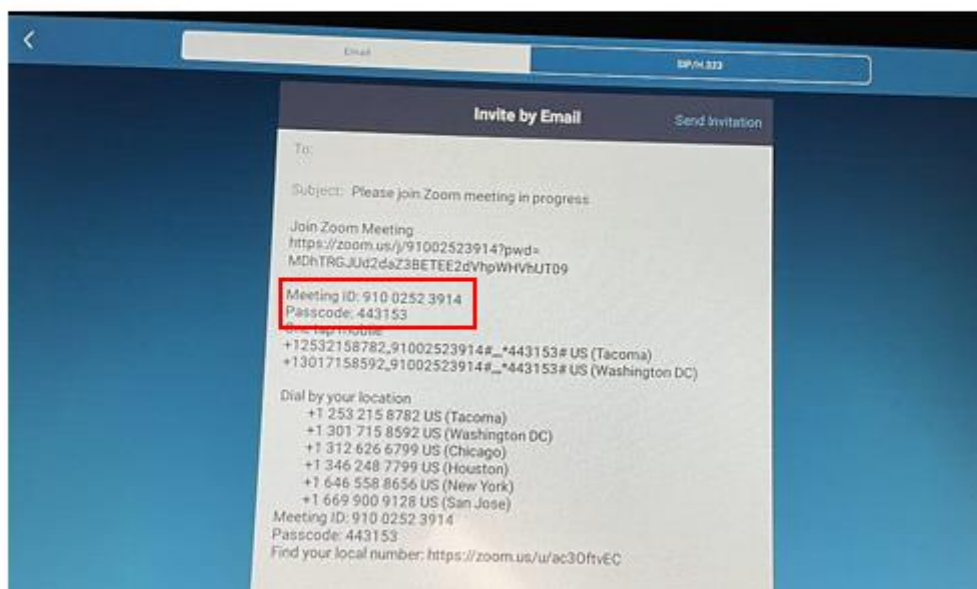
You will now be able to see all participants currently in the meeting

Tap 'Invite' to continue



You will now be able to enter an email address of the person you would like to invite.
Once you have entered their email, tap 'Send Invitation'

If you don't have their email address, you can always send them a photo of the 'Meeting ID' on this screen



Connecting your own laptop

To connect your own laptop you will need to download DisplayLink drivers for your device. They are found here - <https://www.synaptics.com/products/displaylink-graphics/downloads>

Supported Operating Systems

Not every device is supported. Windows, Mac, Android and ChromeOS are available.

INDIVIDUAL INSTALLERS



Depending on the operating system you selected you will be directed to a webpage to install the drivers required. Click download to start.



You will need to Accept to the terms and conditions to proceed.

DisplayLink USB Graphics Software for Windows (10.2 M1)

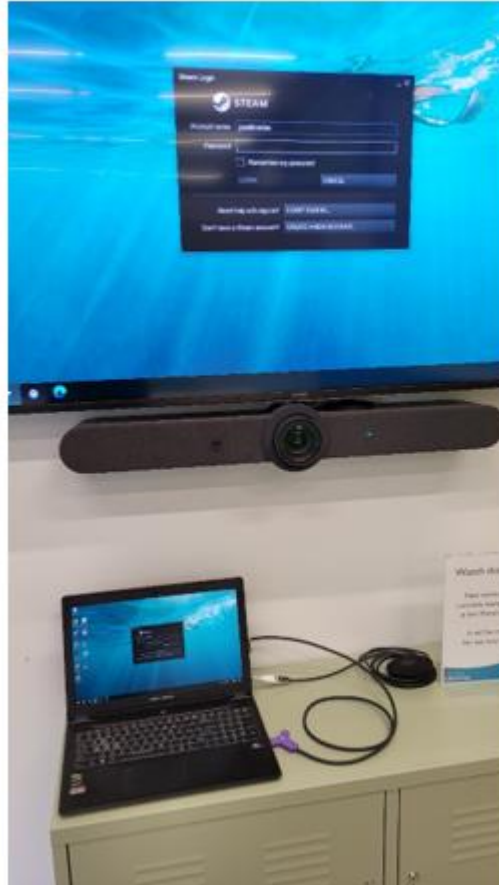
The terms of the software license agreement included with any software you download will control your use of the software.

Please read and accept the following Software License Agreement:



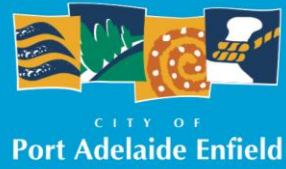
Once the download is complete, follow the prompts in the DisplayLink Graphics installer.

Once installed, connect the Screen Share cable to your laptop to start sharing!

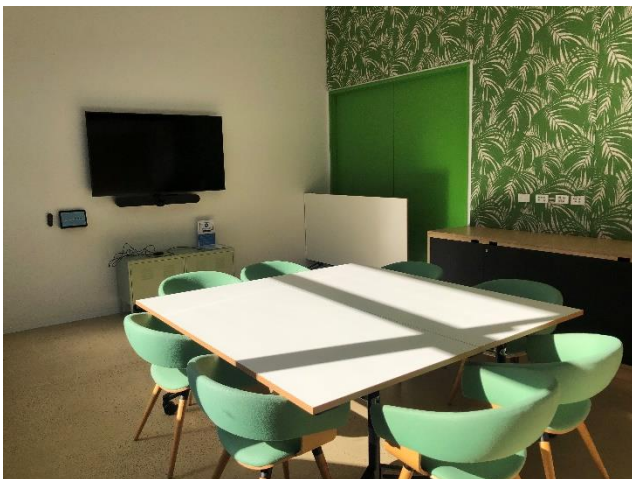


Parks Library

Photos



Meeting Room 2

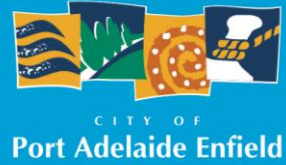


Kitchenette



Parks Library

Photos



Courtyard Garden



Changing Places



Parks Library

Floor Plan



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