

Greenacres Library

2 Fosters Road, Greenacres

Community Room Hire Information



CITY OF
Port Adelaide Enfield



Resource List

Capacity	35
Tables	Large trestle tables (750mm x 1500mm) x 4
Chairs	35
Air conditioning & heating	Yes, and ceiling fan
Technology	Projector system Wi-Fi
Whiteboard	None
Toilets	1 x F, 1 x M, 1 x Disabled
Parking	Off-street parking for cars
Kitchen equipment	Sink Microwave

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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

03/09/17

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.
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 light switches are located on the left-hand side on entering the room.

ON DEPARTURE

1. Wipe all tables and chairs.
2. Return tables and chairs to their original position.
3. Ensure that lights, microwave and technology are turned off.
4. Wipe down all bench tops, microwave 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.
7. If you have filled the bin please empty it and leave re-lined for the next hirers.

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 25 people in Greenacres Library 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 Community Room before your hire time, and you must leave the building at the time your hire ends.

- **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.

- **Cleaning up**

Cleaning tools are supplied for your use at the facility.

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

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.

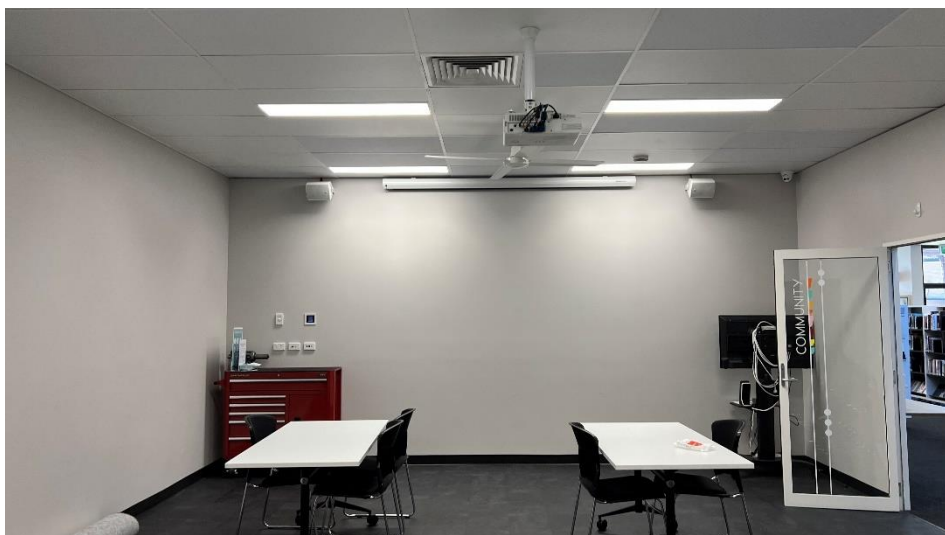
The Port Adelaide Enfield Public Library Service only supplies these two cables. Use of any other cable is the responsibility of hirer of the community room.

Greenacres Library



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Photos



Greenacres Library

Floor Plan



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