

Enfield Library

1 Kensington Cres, Enfield

Meeting Room 1 Hire Information



CITY OF
Port Adelaide Enfield



Resource List

Capacity	4
Tables	Medium Round Table (900 dia)
Chairs	4
Air conditioning & heating	Yes
Technology	Wi-Fi Zoom Room Technology
Whiteboard	None
Toilets	2 x F, 1 x M, 1 x Disabled
Car parking	Off-street parking for 10 cars
Kitchen equipment	None

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

03/09/17

ON ARRIVAL

1. You must not enter the meeting 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 inside the room.

ON DEPARTURE

1. Wipe all tables and chairs.
2. Ensure that the lights and technology are turned off.

Important

- **Read the Conditions of Use**

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 4 people in Enfield Library Meeting Room 1. 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.

- **Decorations**

Council does not allow decorations, photos or posters to be taped, glued, blue-tacked or nailed to walls or ceilings in any facility.

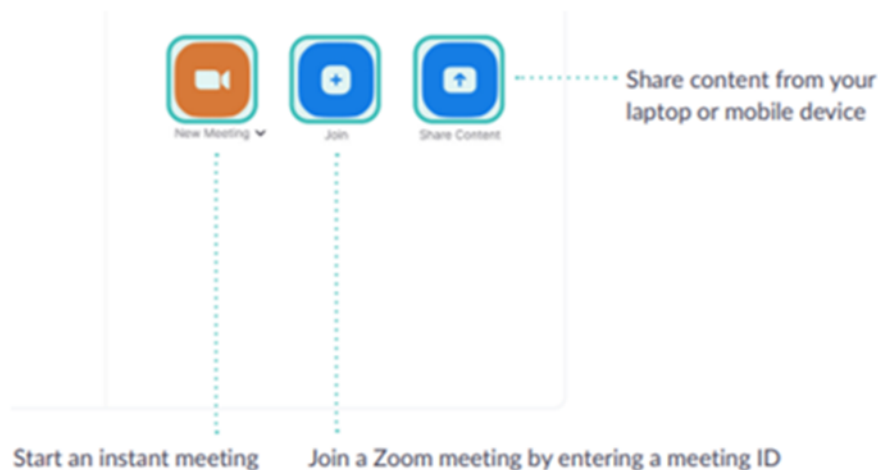


zoom | ROOM

Quick-start Guide

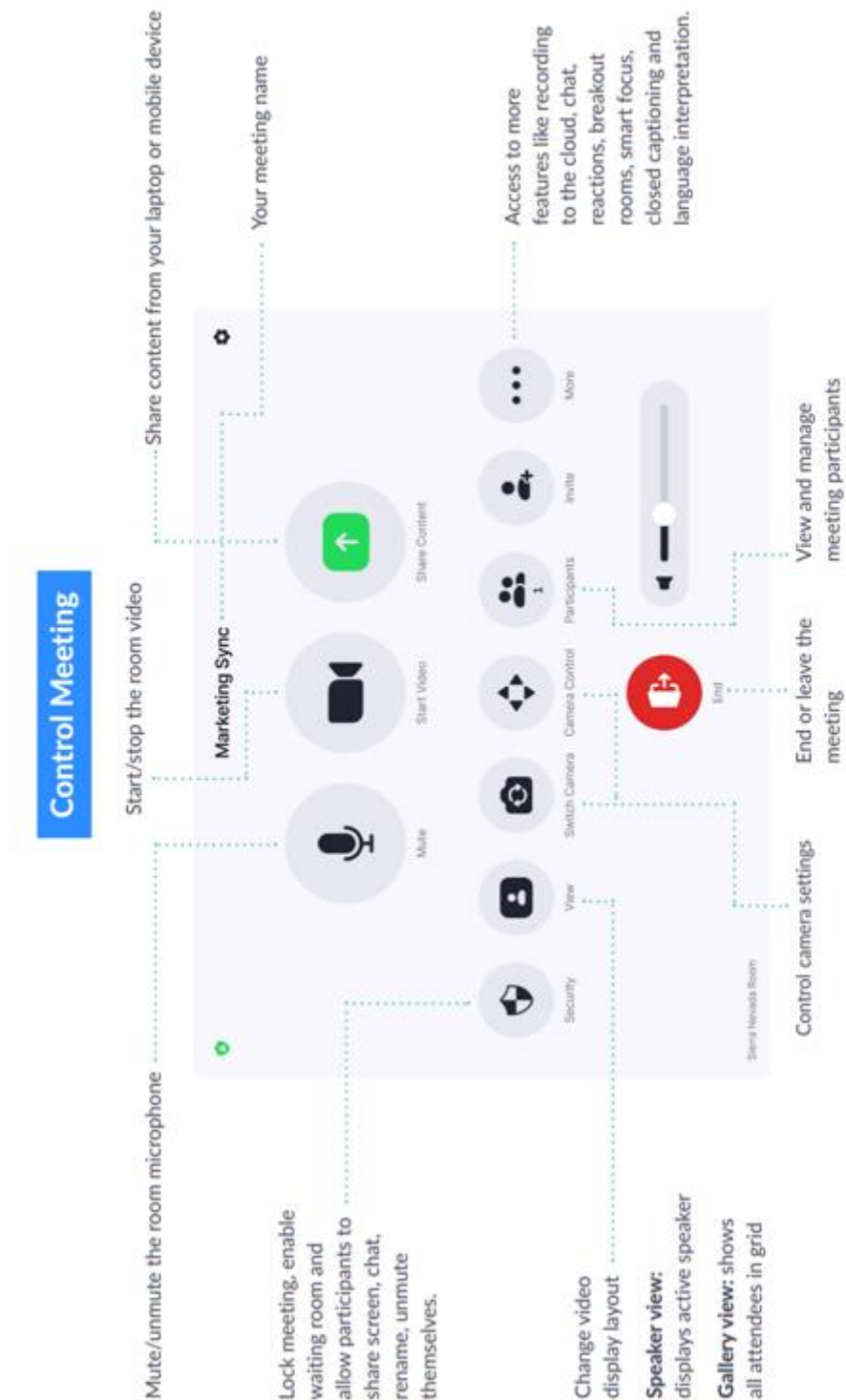
PAE Libraries have Video Conferencing technology installed in this room. The room utilises 'Zoom Rooms' to run virtual meetings. You will see on the touch screen inside the room options to join and start meetings, share screens, and change meeting settings (such as volume and camera position). You are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

Controlling the meeting using the touch screen



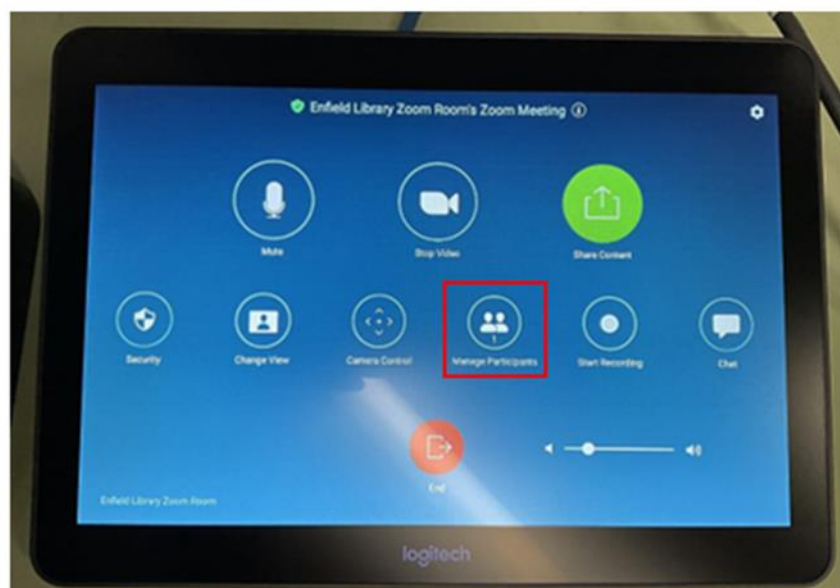
Controlling the meeting using the Zoom Rooms remote

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



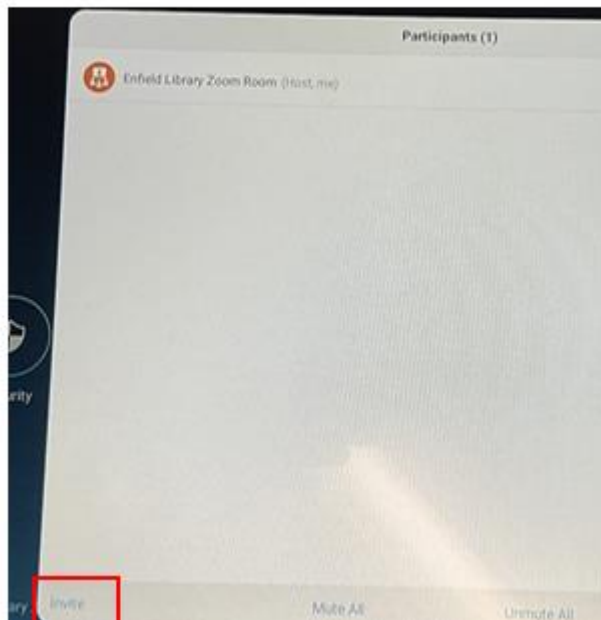
Inviting people to your meeting

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



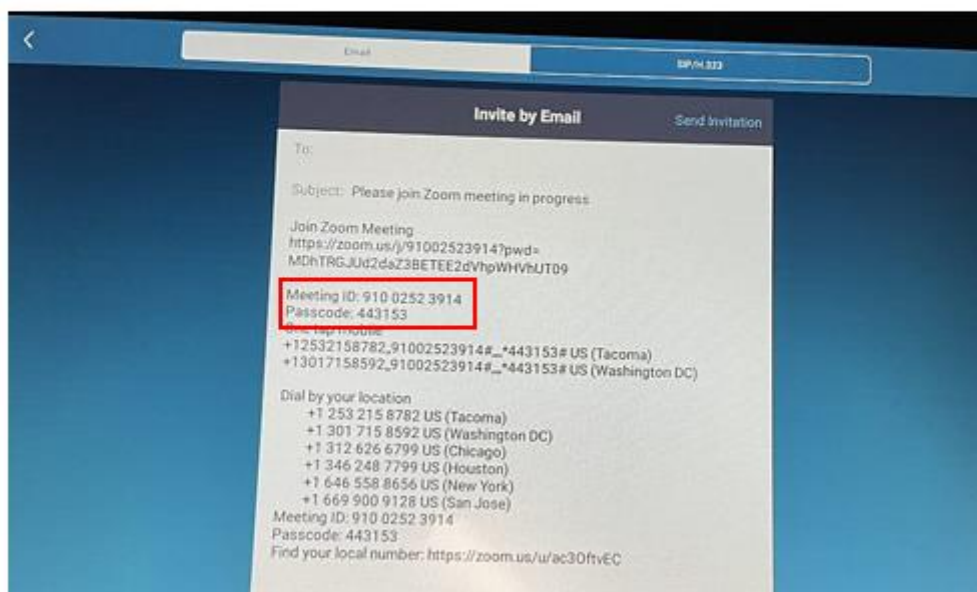
You will now be able to see all participants currently in the meeting

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



Technology Instructions

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)

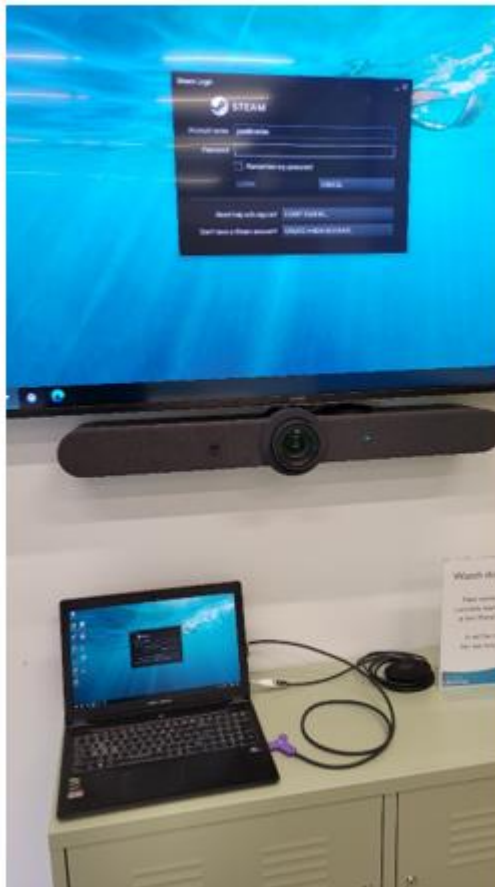
The terms of the software license agreement included with any software you download will control your use of the software.

Please read and accept the following Software License Agreement:

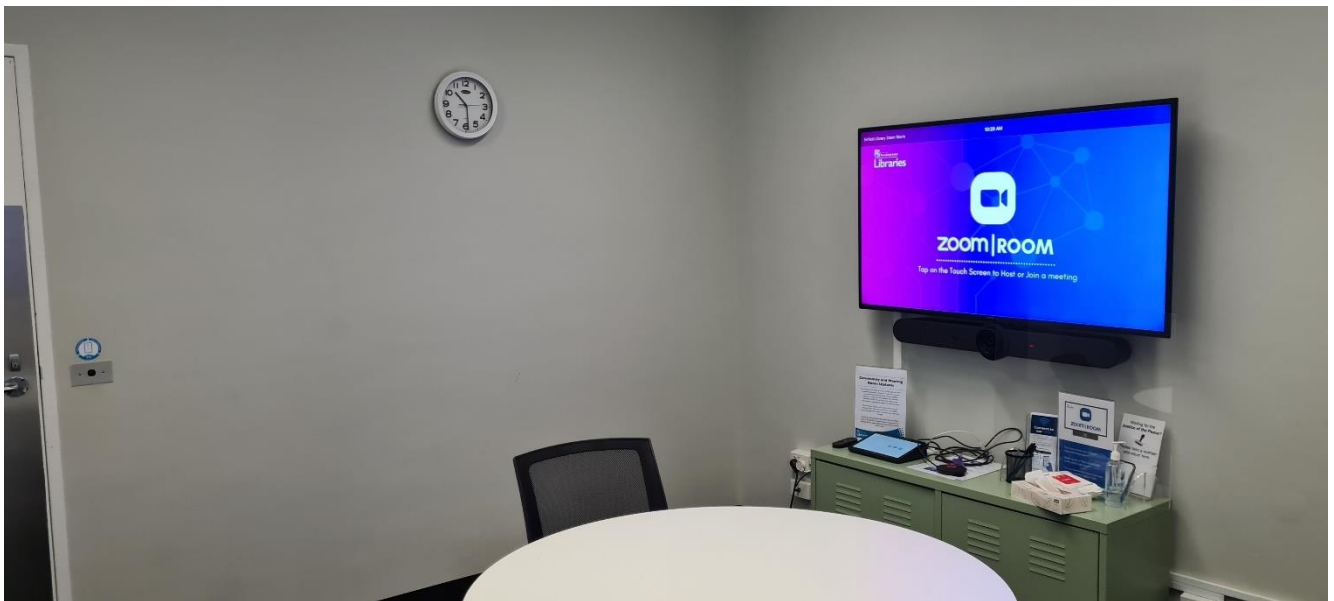


Once the download is complete, follow the prompts in the DisplayLink Graphics installer.

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



Meeting Room 1

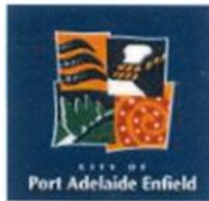


Enfield Library

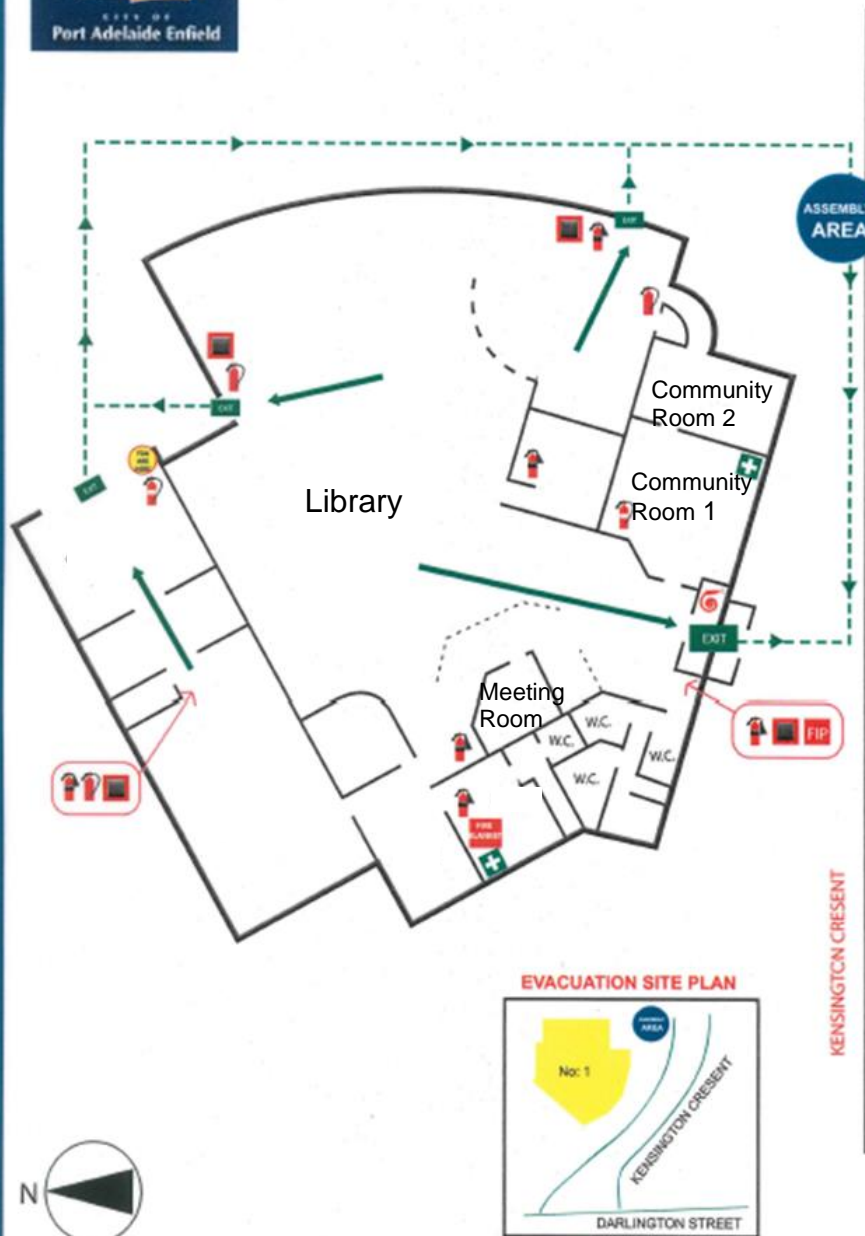
Floor Plan



CITY OF
Port Adelaide Enfield



EVACUATION DIAGRAM



EVACUATION SITE PLAN



LEGEND

	Fire Blanket		Break Glass		Emergency Exit
	Dry Chemical (AcB)(E) Powder Fire Extinguisher		Fire Indicator Panel		Assembly Area REMAIN AT ASSEMBLY AREA
	Carbon Dioxide (CO2) Fire Extinguisher		First Aid Kit		
	Water Fire Extinguisher		Main Exit Route		
	Fire Hose Reel		You Are Here		

Enfield Library

1 Kensington Crescent
Endfield, SA 5084

EMERGENCY TELEPHONE

DIAL - 000

FROM MOBILE - 112

POLICE ATTENDANCE

131444

Ask for the relevant service operator and pass on the following details:

- The type of emergency
- Street name and number and nearest cross street
- Suburb

and any other information requested by the operator.

KNOW YOUR EXITS

For your safety make sure you know the nearest emergency exit.

WHEN YOU DETECT AN EMERGENCY

Active the alarm using the break glass points.

Call fire brigade on 000.

Alert the area warden and the team leader of the emergency.

Assist persons exiting the building.

Use extinguishers if safe to do so.

Evacuate if necessary closing doors behind you.

Do not re-enter the building unless advised to do so by an authorised person.

FIRE EXTINGUISHERS



Only use if safe (small fires)

1. Select correct extinguisher
2. Take to location of fire
3. From a safe distance remove pin and test
4. Approach fire, from approx. 2 metres away and direct nozzle at fire and squeeze the trigger
5. Sweep agent at the base of fire