

Enfield Library

1 Kensington Cres, Enfield

Community Room 1 Hire Information



CITY OF
Port Adelaide Enfield



Resource List

Capacity	25
Tables	Large trestle tables (750mm x 1800mm) x 3 Small trestle table (900mm x 600mm) x 1
Chairs	20
Air conditioning & heating	Yes
Technology	Smart TV
Whiteboard	Yes
Toilets	2 x F, 1 x M, 1 x Disabled
Car parking	Off-street parking for 10 cars
Kitchen equipment	Billi tap Microwave Fridge

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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

ON ARRIVAL

1. You must not enter the Community Room before your booked time.
2. Upon arrival report to the customer service desk to collect keys the cabinet with the technology accessories.
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 right as you enter the room.

ON DEPARTURE

1. Wipe all tables and chairs.
2. Return tables and chairs to their original position.
3. Ensure that the lights, microwave and technology are turned off.
4. Wipe down all bench tops, refrigerator, 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. Return the key to the service desk.

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 Enfield Library Community 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 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 room is clean and tidy when you arrive. Please leave it in the same manner for other hirers after you.


Using the Virtual Client with the Apple TV

1. Turn on the Virtual Client in the cabinet and switch on the Apple TV using the remote.
2. **The virtual client is sourced through HDMI 2.**
If the correct input source is not selected, press the Home button on the remote.
3. Select Source from the left hand side of the Home menu and choose HDMI 2 – Unknown.
4. Use the wireless mouse and keyboard to log onto the Virtual Client. Both need to be switched On to operate. Please remember to switch the mouse and keyboard Off before you return them to the cupboard.
5. The speakers sitting on top of the cabinet will also need to be turned on if audio needs to be played from a source on the Virtual Client.



Apple TV Guide

Mirror your iPhone, iPad, or iPod touch

1. Make sure that you're close to your Apple TV.
2. On your iOS device, swipe up from the bottom of your screen to open Control Center.
3. In Control Center, tap  **Screen Mirroring**, then select your Apple TV from the list.
4. If an AirPlay passcode appears on your TV screen, enter the passcode on your iOS device.



Turn off AirPlay or Screen Mirroring

1. Open the app that's using AirPlay.
2. Tap  or . To stop mirroring your iOS device, [open Control Center](#) and tap Screen Mirroring.
3. Tap your iOS device from the list.

Community Room 1



Kitchenette



Smart TV – Key required



Tables & chairs



Enfield Library

Floor Plan



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