

## Policy 18

# STUDIO PREMISES – MEETING ROOM USE BY OTHERS

### PREAMBLE

As part of its role in the community, it has been generally accepted our premises should be made available to suitable community groups for small meetings subject to conditions and our requirements.

It is essential the integrity and security of the rooms be well established.

### CONDITIONS

- Meetings held downstairs must not generate noise that may affect broadcasting.
- Our Public Liability Policy covers all exigencies for visitors.
- The “Meeting Room” has seating for 8 persons whilst the under-house area can seat many more.
- The facilities will normally be only available for 9-4pm weekday use because of security and access issues.
- Other times can be negotiated.

### ACCEPTABLE USERS

- Any not-for-profit, non-political; non-religious Community organisation seeking a venue to hold occasional or regular small meetings.
- At least one member of the user group must be a member of 2AIR FM and in effect will take responsibility for the use, closure and security and integrity of the room used.
- Management reserves the right to refuse hiring.

### HIRING RATES

- Up to 2 hrs meeting duration : \$ 10.00
- For longer periods : \$ 10.00 for every 2 hours or part thereof.
- A receipt will be issued if requested