

Academia Library Policy for Applicants on the use of its premises

1. Academia Library is funded by the public. In an effort to make the facility accessible to the community, and to sustain the library's operations, we request a nominal fee of R300 from Applicants per event, payable upon booking the venue. This includes the use of the open-floor space with chairs and public address system.
2. The conference facility is also available to hire at a rate of R350 up to 3 Hours. The facility can comfortably accommodate up to 10 delegates and offers a full range of features for contemporary meeting and conferencing.

The features include:

- a dedicated conference room with a board room table and ten executive chairs
 - video conferencing supported by a large (state size) interactive HD interactive touch screen
 - high speed internet connection with data supply
 - software for PowerPoint presentations, Excel and other applications
3. It is the responsibility of Applicants to ensure that their guests abide by the library rules. A copy of the Library rules will be provided by the Library staff.
 4. The open area can comfortably accommodate between 50 to 60 people, and up to 100 with an overflow into the children's section, reading area, study area and staircase.
 5. The Library requires a 3-minute opportunity on the programme of the Applicant to promote the Library and its activities, either by a member of the Library staff or by the programme director of the event.
 6. The Applicant is required to share the names, mobile numbers and email addresses of their guests so that the Library may broaden its services to the general public.
 7. The Library does not have a toilet facility on the premises. The nearest one for use by visitors to the Library is the one in the Alhambra Restaurant.
 8. The Library recommends the use of Alhambra Restaurant as caterer in the event food is provided for guests. However, catering is restricted to the foyer outside the Library entrance. Food and beverages may not be consumed inside the Library.
 9. The Applicant accepts full responsibility and liability for damages to the property of the Library.

10. The Applicant indemnifies the Library, and its affiliates, namely its trustees, committee, employees and volunteers from any claim for any and all personal injury, property damage, loss, liability and expenses in the event of any wrongful or negligent act, error or omission by the Library and its affiliates arising from the use of the Library.

11. Bookings for the venue must be made three weeks in advance. Contact Noori at 021 697 1508 or by email: noori@academialibrary.co.za to request an application form.