

Creator Space – Chatswood Library

Conditions of use - Guidelines for groups

What is the Creator Space?

The Creator Space is a multi-purpose area of Chatswood Library. It is available free of charge to groups running creative and/or learning activities for adults and young adults 12+ – for example, Catan games, Python hacks, quilting, chess, VR storyboarding.

This applies to small non-funded, unincorporated community groups

How does it work?

- A group applies to use the Creator Space using the Application form.
- If the application is approved, the Library will allocate an area within the Creator Space for the group for up to 12 months with a review of the application taking place after the first 3 months.
- The group will meet regularly, at least four times a year
- The group can use the allocated area up to once a week.
- If the group's designated day falls on a Public Holiday or the Library is otherwise closed, then the day is forfeited, and not re-scheduled.
- The group might not be allocated the entire area of the Creator Space.
- Participation in the activity must be open to the community (numbers may be limited according to activity).
- The group is responsible for promoting its own activities through their own channels and is to provide material to the library to promote through our channels. If material is in a language other than English, an English language copy of the material must also be submitted
- The group must nominate a Co-ordinator who will be responsible for communicating with the Library. The Co-ordinator must undertake a WHS induction for use of the space.
- If Library resources are used, the Co-ordinator is responsible for ensuring payment for any charges associated with the use are paid. (For example, the cost for a missing book from a Book Club kit, the cost of using the projector).
- Financial transactions may not be undertaken by the group within the Library.
- Groups promoting viewpoints or affiliations which are inconsistent with Council's objectives will not be approved. The space is not available for religious, political or commercial use.
- The Library may, at its discretion, give notice to particular groups for any reason including failure to comply with these Conditions of Use.
- Use of the Creator Space does not imply Council endorsement of the activity or of the group.
- Groups using the Creator Space must adhere to these Conditions of Use, and to [Library Guidelines](#).

[Email the Library](#) if you have any further questions – or [apply today!](#)