

# Terms and conditions

## Digital Studio (Level 1) (Yarrila Place)

### Conditions of Room Use

The room may be used by groups of individuals for the purpose of accessing the equipment and resources. A maximum of 12 people can use the space.

The Digital Studio must be vacated and left as you have found it by the end of your booked time. Any additional cleaning required following an event will be charged to the user. All damages must be paid for.

The room may be used by groups of individuals meeting for the approved purpose only. The Inducted person is responsible for the room.

### Bookings

All bookings are subject to the approval of the City of Coffs Harbour. Premises are to be left clean and tidy, with all furniture returned to the initial configuration. Make sure your booking times covers this requirement.

The room is not bookable online by the public. A staff person will book for an Inducted person. **The Inducted person is responsible for the space including all equipment, and for others in the room during the booking.**

### Room Access

Access will be made available to the space and a swipe card will be supplied. The swipe card must be returned at the end of the hire or a fee of \$80.00 is payable, the user must enter the time returned into the register. **Note the closing hours of the Young Adult Space is 2pm on Saturdays, and 6pm from Monday to Friday. The card must be returned at the end of the session and within these hours.**

### Disks and Usage

All sessions should be saved to your own hard-drive, and if you do not have a hard-drive then you will need to save your files to the **External Hard Drive** attached to the computer, within the folder 'Inducted Hirers' and within a folder with your full name.

The computers are wiped each evening, do not save anything to the computer's desktop or any of the folders on the computer.

### File Privacy and Back-ups

The External Hard Drives are a temporary, shared storage and City of Coffs Harbour is not liable for any loss of work, please note that:

- External Hard Drives will be wiped and reformatted when full
- Other users can see and read/write/delete your files

**Please take your files with you on an USB drive or stick, or upload to a cloud drive.**

The Digital Studio is under CCTV Surveillance.