

# 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 example, Catan games, Python hacks, quilting, chess, VR storyboarding.

Further information about the Creator Space can be found at the [Willoughby City Council](#) website.

### 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.
- The group will meet regularly for a period of at least four months.
- 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 activities. The Library will support this promotion wherever possible. An English language copy of any promotional materials must be submitted to the Library at least a fortnight before the event.
- The group must nominate a Co-ordinator who will be responsible for communicating with the Library.
- 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!