



## **Guidelines for Hire of Upper Murray Regional Library/Hume Building Society Homework and Training Centre**

### **Overview**

The purpose of the Homework and Training Centre is to provide a mobile facility complete with computers and internet access which is available for hire to community groups and non-profit organisations in the Albury Wodonga City boundaries area wishing to provide Homework tutoring to school aged children.

The Homework and Training Centre is also available for hire to other organisation for training.

**PLEASE NOTE:** there will be a different fee structure for organisations that are **not** community groups or non profit organisations. For more information please contact UMRL Administration on 02 60229100.

The Homework and training centre is:

Type: Isuzu FVR 900 (6 cylinder, 7 speed single axle)  
Dimensions: 10 Metres long x 4 metres high  
Weight: 9680 tare 16000gross

and equipped with:

Generator  
6 laptops  
1 trainer's laptop,  
Large LCD Screen,  
reverse cycle air conditioner  
networked colour inkjet printer  
microwave oven

and fitted with:

Desk  
Chairs  
Cupboards  
Notice board

### **Technology**

The laptops have Microsoft Windows XP as the operating system and have Microsoft Office installed. They share a connection to the internet via network cabling and a Next G data service and each laptop can print to the network printer. Each laptop has antivirus software installed and no settings are saved when the laptop is rebooted or turned off.

The Next G data connection uses Telstra's Next G mobile telephone network and may not be able to access the network in all locations. Please see appendix A for a list of sites where the Next G data connection has been tested.

Software can be loaded by UMRL IT staff prior to a booking, if licensed software is provided. External links on the internet can be added by UMRL IT staff to the resources pages on each laptop, if sufficient prior notice is given.



## **Driver**

UMRL will provide the driver for the hiring of the Homework and training Centre due to insurance reasons. The cost of the UMRL driver is included in the hourly booking rate. The UMRL driver will set up the truck and equipment at the site and be available for library reference services and telecommunication connection troubleshoot during the hire. The UMRL driver is not a trainer or facilitator.

The cabin seats two people comfortable, including the driver but there is seating for three people, which would be suitable for short trips only.

## **Facilities**

The truck is fitted with a microwave oven, small fridge and kettle.

Cups, Tea/Coffee, milk, sugar, water etc. will be provided by the hirer.

## **Power**

The truck is equipped with a generator but it is preferable to use mains power (15amp) if it is accessible. The truck has two electrical circuits and both need power if mains power is used, therefore two connections are required (or a power board can be used). Extension lead, safety signs and mats are kept in the external storage compartments of the truck.

## **Travel Time**

Reasonable travel time and 15 minutes each for setup and pack up time, must be included in the booking hours when making the booking. Travel, set up and pack time will be included in the charged time

# **CONDITIONS OF HIRE**

## **Bookings**

2 weeks minimum notice is required for booking of the Homework and Training Centre.

A tentative booking can be made however notification of confirmation will be given on completion of booking information forms being returned to UMRL 2 weeks prior to the date to be used.

## **Site requirements**

The site must be level and firm, either bitumen or concrete is preferable. Space for reversing and turning is required. The truck is too heavy to be driven or parked on wet or muddy grassed areas. Site must meet safety requirements eg. No parking on roads

Site must be clear of trees and buildings as vehicle is 4 metres high and any obstructions may interfere with internet connections.



Upper Murray Regional Library  
PO Box 314 Wodonga Vic 3689

### **Cost**

Cost of hire is \$49.00 per hour for 2009/2010 including UMRL driver within Albury Wodonga city boundaries.

Hire of vehicle outside Albury Wodonga cities boundaries - Remainder of Albury Wodonga Cities Councils is \$49.00 plus fuel costs. Refuelling can be carried out by group/organisation hiring the vehicle or UMRL will invoice the refuelling costs with hire costs this will including extra costs involved if fuelled by UMRL.

Cost of hire will be charged at ½ hr minimum hire.

Costs will be reviewed annually and be effective from 1 July of each year.

### **Hours of Hire**

UMRL will provide a driver Monday – Friday between the hours of 8.30am – 5pm any time after this will be charged at double time. A driver for Saturday will be negotiated.

### **Insurance**

Hirer will be required to provide a current "Certificate of Currency" for Public Liability insurance

### **Vehicle Hire**

Vehicle must be returned in a clean and tidy condition (as you would expect on pick up)

UMRL vehicles are non smoking

The vehicle must be left secure when unattended

If return is delayed in anyway please contact CEO Lynne Makin - 0418 287 689 or IT Coordinator Allan Kiffen – 0418 544 457.

### **Accidents**

In the event of an accident, with another vehicle or any other object an Accident Report Form must be completed at the scene of the accident or if not practical, as soon as possible afterwards and UMRL must be notified as soon as practicable.

### **Security**

For overnight hire UMRL will need to be advised of the security arrangements for parking /garaging of vehicle. Security arrangements will determine if overnight hire is available

### **Interior of truck**

The Homework and Training Centre has provisions for marketing material to be place on the interior walls for the duration of the session/s. All materials must be removed at the end of the session/s.



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I agree to abide by conditions of use listed above and accept that the privilege to use the Homework and Training centre vehicle can be withdrawn if conditions are not adhered to.

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

For further Booking information please contact Allan Kiffen or Annie Roennfeldt on: 02 60229100