

Hiring Team - terms of reference

The Hiring team manages the commercial hiring out of the library as a venue to other parties, outside of normal library opening hours.

The team reports to the Library Management Committee.

Membership of the team comprises members of the Committee and Volunteers with the necessary skills, experience and / or interest to fulfil the team's purpose as defined in these terms of reference.

The team's particular areas of responsibility are as shown below.

- Advertise the library space for individuals and groups to hire.
- Recommend to the committee the rates to be charged for hiring.
- Meet potential new hirers and complete a hire agreement for each new hirer, which ensures, among other things, that the hirer has public liability insurance.
- Arrange for the library to be unlocked and locked for new hirers.
- Arrange for sets of keys to be issued to regular hirers.
- Send invoices to hirers, and ensure payment is received.
- Arrange for the library shelves and furniture to be moved in a safe manner to create a suitable space for each hirer, and to be moved back into position for the next library session.

Reviewed by LMC 11 May 2026

Due for review April 2027