

Introducing Bookable Spaces at Logan Libraries

A guide to our free and chargeable spaces



CITY OF
LOGAN

| **LIBRARIES**

Acknowledgement of Country

Logan Libraries respectfully acknowledges the Traditional Custodians of the lands and waterways across the City of Logan. We extend that respect to the Elders, past, present and emerging for they hold the memories, traditions, cultures and hopes of Australia's First Peoples.



Scan the QR code or visit
loglib.org/spaces
to access this booklet online.

Welcome

Our libraries are vibrant community hubs, celebrating the diversity and creativity of our city.

They are places to connect, discover, share ideas, and be inspired. Whether you're visiting one of our welcoming spaces or exploring our digital services, there's always something new to experience.



Membership is free for everyone who lives, works or studies in the City of Logan, or South East Queensland.



Join online or in person at your closest library. Bring current identification with your address to join in person. If you are under 18, a parent or guardian needs to sign on your behalf.

 loglib.org/signup
 3412 5000



Join your children to begin a lifetime love of reading with your child's very own library card.



Discover our eLibrary of free online books, games, magazines, newspapers and movie streaming services.
 loglib.org/elibrary

Library membership key benefits

Members can access a wide range of free collections, services and events. Your membership unlocks a range of benefits including:

Connect, explore, discover



Connect

to our free app and take us with you wherever you go.

Visit loglib.org/app



Explore

our library collections for your next great read, watch or listen.

Visit: loglib.org/catalogue



Reset your password

Visit: loglib.org/pwdrst

Borrow, place holds, renew or return



Borrow

up to 20 items for 4 weeks.



Renew

your items up to 3 times, if no one else is waiting for them.

Visit: loglib.org/app



Place a hold

on items you want to collect at a convenient time.

Visit: loglib.org/app



Return

your items to any Logan Libraries location, even after hours.

Access technology, support and meeting rooms



Free

- internet access
- Wi-Fi
- computer usage

Visit loglib.org/bookcom



One-on-one tech help

from library staff.

Visit: loglib.org/tech to book in.



Print, copy and scan



Ask a librarian

to get help in person, online or over the phone.



Webprint from home

or from your mobile phone.

Visit: loglib.org/print



Book free meeting rooms

Visit: loglib.org/spaces

Logan Libraries Bookable Spaces

Logan Libraries are proud to provide library spaces to play, learn and work. Library members can book spaces when they are not in use for library or Council activities.

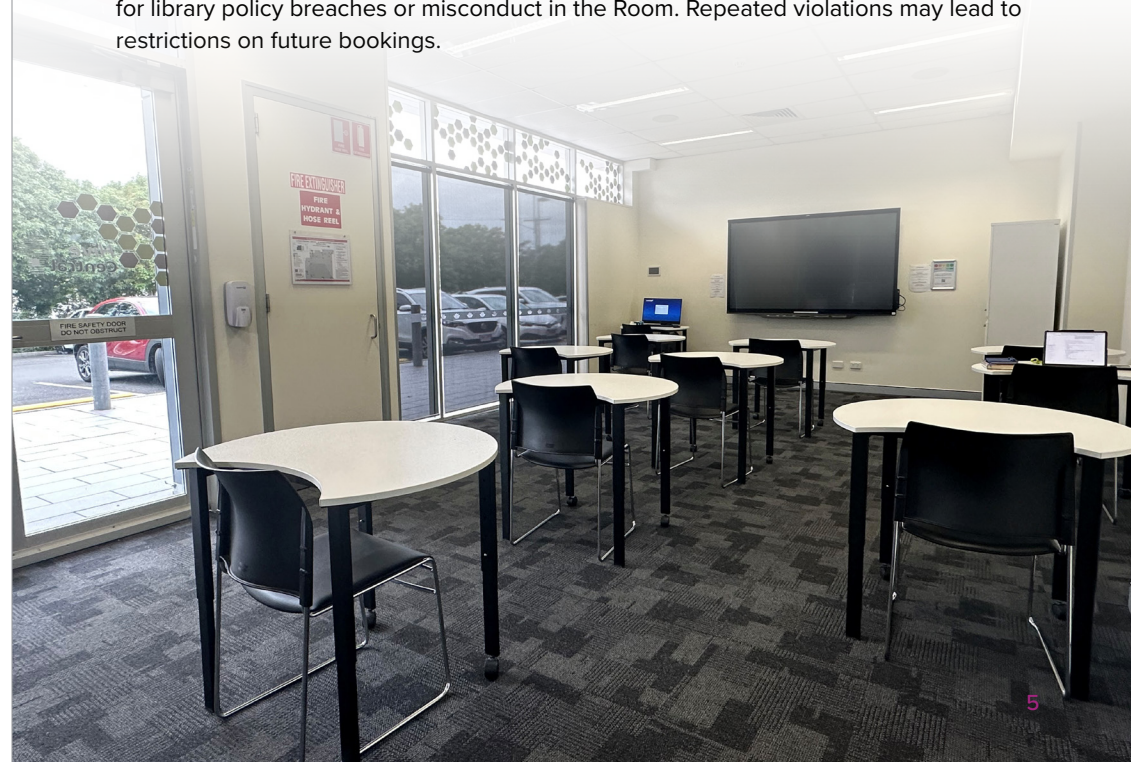
Logan Libraries offers study rooms and free meeting spaces across many of our libraries, with additional Community Meeting Rooms for hire available at Jimboomba Library and Logan Central Library. These spaces are available during library opening hours and can be booked up to 14 days in advance. To make a booking, you must agree to the Conditions of Use.

If you are a community group and looking to book a regular space, please contact your preferred library, or if interested in hiring a Community Meeting Room, please contact us on 3412 5420.

Study and Standard Meeting rooms may not be used for the following purposes:

- Parties.
- Events focused on religious services or political topics.
- Sales, paid events, solicitation of business, or providing client services.
- Any illegal or potentially hazardous activities.

NOTE: Logan Libraries may terminate any booking and remove the Hirer and their guests for library policy breaches or misconduct in the Room. Repeated violations may lead to restrictions on future bookings.



Study Rooms

Study Rooms and Library Meeting Rooms are free of charge and available during library hours, up to 14 days in advance. You will need to agree to our Conditions of Use to book a space.

Jimboomba Library	Study Room 1 Capacity: 3 Facilities: Computer	Study Room 2 Capacity: 4 Facilities: Computer, height adjustable desk, small table + chairs	
Logan Central Library	Study Rooms 1, 2, & 3 Capacity: 2 Facilities: Computer		
Logan Hyperdome Library	Study Room 1 & 2 Capacity: 2 Facilities: Computer		
Logan North Library	Small Meeting Room Capacity: 5 Facilities: TV/DVD** player, whiteboard	Study Room 1 & 2 Capacity: 2 Facilities: Computer, whiteboard	
Logan West Library	Study Room 1 Capacity: 2 Facilities: Computer, TV/DVD player	Study Room 2 & 3 Capacity: 2 Facilities: Computer	Study Room 4 Capacity: 3 Facilities: Computer
Marsden Library	Study Room 1 Capacity: 2 Facilities: Computer	Study Room 2 Capacity: 3 Facilities: Computer, height adjustable desk, small table	

**BYO computer to connect to screen.

Library Meeting Rooms

Beenleigh Library	Meeting Room 1 Capacity: 16 Facilities: Computer, projector**, whiteboard	Meeting Room 2 Capacity: 10 Facilities: Whiteboard	
Logan Central Library	The Lounge Capacity: 30 Facilities: Kitchen facilities*, amplifier, projector**, whiteboard	The Media Room Capacity: 30 Facilities: Amplifier, projector**	
Logan Hyperdome Library	Meeting Room 1 Capacity: 16 Facilities: Kitchen facilities*, computer, projector**, whiteboard	Meeting Room 2 Capacity: 16 Facilities: Kitchen facilities*, projector**, computer	
Logan North Library	Meeting Room Capacity: 16 Facilities: Kitchen facilities*, computer, projector**, whiteboard	Community Workspace Capacity: 16 Facilities: Kitchen facilities*, projector**, computer, whiteboard	Accessibility Room Capacity: 10 Facilities: Computers and ClearView magnifying screen Bookings available to approved users only.
Logan West Library	Meeting Room 1 Capacity: 16 Facilities: Kitchen facilities*, computer, projector**, whiteboard		
Marsden Library	Meeting Room 2 Capacity: 20 Facilities: Kitchen facilities*, computer, projector**, whiteboard	Sensory Room Capacity: 16 Facilities: Kitchen facilities*, computer, projector**, whiteboard	Music Room Capacity: 2 Facilities: Electric keyboard, guitar and bass guitar. Electronic bass guitar, nylon and steel string semi acoustic guitar

*Kitchen facilities include access to cold and boiling filtered water, and a small fridge.

**BYO computer to connect to screen.

Other library spaces

We have other library spaces available for specific purposes:

Accessibility Centre at Logan North Library

A dedicated environment designed to support diverse learning needs and help overcome barriers. Explore a range of assistive technology and adaptive equipment.

The Hive at Logan Central Library

Designed for productivity, networking, and collaboration.

Music Room at Marsden Library

Located within the library, enjoy our dedicated music room, featuring a variety of instruments to explore. Designed with acoustic treatment, the space supports comfortable practice and creative expression.

Sensory Room at Marsden Library

A bookable sensory room for all ages and abilities, a space to relax and explore through touch, sight, and sound. Features free sensory equipment and games.



Community Meeting Room

Fees Apply

Logan Libraries offers bookable meeting rooms for hire at two locations: one at Jimboomba and four at Logan Central.

Room hire inclusions

- Access to kitchen facilities*
- Whiteboard
- Tables and chairs
- Cleaning products for kitchen use

Please note: Table lined, glasses, cutlery and crockery are not available on site.

**Kitchen facilities include access to cold and boiling filtered water, and a small fridge.*

Rates and availability

Hours available: Library hours, please refer to the individual library's opening hours.

Fee: \$44 per hour per room, including GST.

Not-For-Profit Eligibility for discount

60% discount on standard rates for eligible non-profit organisations with a valid ACNC Certificate.

To be eligible, organisations must typically:

- Be a registered not-for-profit or community organisation.
- Deliver community, cultural, recreational or social benefit meetings.
- Not operate for private use or commercial gain.
- Meet Council's standard booking and compliance requirements.
- Full eligibility details are available upon request or via Council's website:

Charities and not-for-profit organisations | Logan City Council.

To book

📱 Scan the QR code

☎ Your preferred library - see page 19

🌐 Visit loglib.org/spaces



Jimboomba Community Centre

Venue Hire

Jimboomba Community Centre is located in the same building as the Jimboomba Library and Customer Service Centre.

Features include	Air conditioning	Accessibility	Wheelchair access
	Kitchen facilities*		Accessible parking
	Toilets and baby change room		Accessible toilets
			Off street parking

Room size	150 m ²	Capacity	80 theatre / 36 with tables & chairs
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Logan Central Community Meeting Rooms

Venue Hire

Logan Central Library features four community meeting rooms available for hire. For added flexibility, two adjoining rooms can be combined to create a larger space.

Meeting Rooms 1 and 2 are located on the ground level, while Rooms 3 and 4 are on Level 1.

Features include	Air conditioning	Accessibility	Lift Access
	Kitchen facilities*		Wheelchair access
	Toilets and baby change room		Accessible parking
			Accessible toilets
			Car park

Meeting room 1

Room size	48 m ²	Capacity	40 theatre / 24 with tables & chairs
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Meeting room 2

Room size	58 m ²	Capacity	48 theatre / 28 with tables & chairs
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Meeting room 3

Room size	56 m ²	Capacity	48 theatre / 28 with tables & chairs
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Meeting room 4

Room size	49 m ²	Capacity	40 theatre / 24 with tables & chairs
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*Kitchen facilities include access to cold and boiling filtered water, and a small fridge.

Jimboomba Community Centre



Logan Central Community Meeting Rooms



Meeting room 1



Meeting room 2



Meeting room 3



Meeting room 4



Meeting room 1 and 2 combined



Meeting room 3 and 4 combined

General Conditions of Use

Logan Libraries provide bookable spaces to support learning, connection and community use.

Different space types are designed for different purposes:

- **Study rooms:** quiet individual or small group use.
- **Library Meeting rooms:** collaborative and community use.
- **Community Meeting rooms:** broader use including private and commercial hire.

General Conditions of Use

These conditions apply to all Logan Libraries' bookable spaces. By making a booking, users agree to the following:

General conditions

- Council may amend or cancel bookings at any time, including for emergency use or priority Council activities.
- Spaces may only be used during library opening hours.
- Use must be lawful, safe and consistent with the approved booking purpose.
- Attendance must not exceed the approved room capacity.
- All library locations are smoke free, vape free, drug free and alcohol free.
- Users must follow directions from library staff and comply with Conditions of Entry.
- The personal information of hirers will be managed in accordance with Council privacy obligations.

Responsibility of the Hirer

The person making the booking is responsible for:

- The conduct of all attendees and ensuring compliance with these conditions and relevant library policies.

- Ensuring safe and appropriate use.
- Any damage to Council property.
- Any equipment brought into the library.

Use of the space

- Library furniture and equipment must remain in the room.
- Decorations or materials must not be attached to walls, ceilings or fittings without prior approval.
- Confetti, rice, petals, candles, haze machines and open flames are not permitted unless approved.
- Fire exits, fire equipment and emergency access points must not be obstructed under any circumstances.

Cleaning and pack up

It is the responsibility of the Hirer to leave the room in the same condition in which it was accepted including:

- Cleaning tables and other commonly touched surfaces (tables, chairs, door handles, light switches, etc.)
- Ensuring equipment is left in good condition.
- Removing excess rubbish.
- Reporting any spills immediately to library staff.
- Removing all personal effects.

Food and beverages

- Libraries do not provide food and beverages. The Hirer is required to comply with all relevant food handling regulations and safety measures.
- All library locations are alcohol free.

Safety

- In case of an emergency, all members of the public come under the control of the Emergency Warden and must follow any



given directions from Library Staff.

- You must not do anything that may void or affect Council insurance.

Liability and compliance

- Hirers cannot store equipment in the library and are responsible for any equipment or furniture they bring into the library.
- Hirers must ensure that their room use adheres to all relevant workplace health and safety standards when using their own equipment.
- Users may use any of the equipment provided in the space.
- Logan Libraries is not responsible for loss or damage to personal items brought into the library.
- The Hirer must exercise reasonable care

when using a bookable space and its facilities.

- Users are responsible for any damage to the room, fittings, furniture, and equipment during each booking.
- The Hirer accepts all liability for any claims, damages, loss, or bodily injury to themselves or any other person in or about the premises due to any breach of these conditions or any act of negligence by the Hirer or any guest or invitee.
- Logan Libraries do not accept responsibility for any loss or damage of items left by the Hirer or any guest or invitee.
- Users must not void any insurance policies - this means not doing anything that could invalidate or potentially invalidate any insurance on the property or that could lead

to increased premiums.

- In agreeing to hire the premises, the Hirer acknowledges its responsibility in relation to the insurance and thereby indemnifies Council from any claim whatsoever which may arise through the Hirer's use of premises.

Booking management

- Council has priority use of all library facilities.
- Bookings may be cancelled where required.
- In the event of non-compliance of the conditions of use, Council may:
- Cancel bookings.
- End bookings in progress.
- Restrict future bookings.
- The Libraries and Creative Industries General Manager, or delegate, may terminate this agreement at any time with written notice.

Study Rooms

Study rooms are intended for individual or small group use and are available free of charge for Logan Library members.

In addition to the general condition of use for Library bookable spaces, the following conditions apply for Library Study room use:

- Maximum use is 2 hours per day per user.
- Current Logan Libraries Library membership is required to book a study room.
- Only one active booking per person or group may be held at a time.
- Logan Libraries reserve the right to manage bookings using a fair use approach.
- Use must be quiet and not disrupt other users.
- Commercial or business use is not permitted.

Library Meeting Rooms

Library Meeting rooms support group activities and collaboration and are available free of charge for Logan Library members.

Library Meeting rooms may be used for:

- Community meetings and collaboration undertaken by non-profit community groups.
- Non-revenue generating activities such as planning, training and meetings.

Library Meeting Room Use

Library Meeting Rooms may be used free-of-charge for all library members.

Community groups can apply for a library community group membership to use meeting rooms. This allows multiple bookings in advance.

Library Meeting rooms must not be used for:

- Parties or social functions.
- Organised political campaigning or fundraising.
- Formal religious services.
- Sales, paid events, or commercial service delivery.

In addition to the general conditions of use for Library bookable spaces, the following conditions apply for Library Meeting Room use:

- The person making the booking must be 18 years or older.
- A current Logan Libraries Library membership is required to book a Library Meeting Room.
- Bookings can be made up to 14 days in advance.
- Library Meeting Rooms have no fixed session time limit but are subject to availability.
- Tables must stay in the set workshop layout and cannot be moved.
- Future bookings will be managed based on demand, with a fair use approach that may limit additional bookings to ensure equitable access for all community members and residents.
- Logan Libraries reserve the right to manage bookings using a fair use approach.
- Library members may book a Library



Meeting Room on behalf of a Logan-based businesses, government agency or businesses contracted to undertake work on behalf of a government agency providing:

- The use is for non-revenue generating activities, including, but not limited to, staff meetings, business planning, team training, and professional development.
- The organisation is Logan-based or its services are for Logan-based residents.
- The member is employed within that organisation.
- Rooms must not be used for private or commercial gain.

Community Meeting Rooms (Hire fee applies)

Logan Libraries offers large community meeting rooms for hire at Jimboomba and Logan Central libraries. A hire fee applies and enables a broad range of uses, including

community, business and private activities.

In addition to the general conditions of use for Library bookable spaces, users of paid hire Library Community Meeting rooms agree to the following terms and conditions:

- The person making the booking must be 18 years or older.
- Hire fees apply and are set by Council.
- Booking payments are made online via Logan Libraries' online booking system, EB1.
- Hire fees must be paid prior to the booking date and payment confirms acceptance of these conditions.
- Cancellations will be accepted up to 24 hours prior to the booking with refunds provided.
- No refund will be provided if a booking is cancelled within 24 hours of the booking.
- Community Meeting rooms are only available during Library opening hours.

- Spaces must only be used for approved purposes.
- Additional equipment or furnishings require prior approval.
- Catering is the responsibility of the Hirer.
- Hirers who fail to leave the rooms in an acceptable condition may be charged a cleaning fee.
- All library locations are alcohol free.

Booking Management

- Bookings can be made, viewed, updated or cancelled through Logan Libraries' online bookings system: loglib.org/rooms
- Booking payments are made online via Logan Libraries' online booking system.
- Users are responsible for accuracy of booking details.
- Bookings may be cancelled if the user does not arrive within the check-in period.
- System limits apply to number and frequency of bookings.



Scan the QR code or visit
loglib.org/mrtc
to access the *General Conditions of Use*



Conditions of entry

Welcome to Logan Libraries. These conditions of entry support the provision of a safe, welcoming and respectful environment for all library visitors and staff.

Library staff have the authority to ask visitors to leave or modify behaviour to maintain this environment.

These conditions apply to all Logan Libraries' premises and are considered library rules. They apply in addition to all other library rules, library policies and local laws.

Library visitors must:

- Treat staff and other library users with respect and courtesy.
- Abide by all directions given by library staff.
- Treat library facilities, equipment and property with due care.
- Maintain reasonable dress and hygiene standards.
- Take responsibility for all personal belongings and property.
- Be responsible for their children's use of library resources.
- Ensure their children that are 12 years and under are actively supervised and follow these conditions of entry.

Library visitors must not:

- Assault, threaten, intimidate or harass staff or visitors.
- Smoke or vape.
- Display offensive or inappropriate material.
- Use offensive language or expressions of hatred.
- Take photos, audio or video recordings of a person without their consent
- Operate or solicit a business.
- Bring any animal into the library, including the foyer other than an accredited assistance animal.
- Bring any kind of real or toy weapon.
- Obstruct staff, other library users, or walkways with their belongings.
- Charge eScooters, eBikes, or any other large lithium-ion batteries within the library premises, excluding the charging of mobility scooters.

In the event of a breach of these rules or any other library rule, library policy or local law, Logan Libraries may take any recourse provided for in the Local Law or refer the matter to the Queensland Police Service.

For the full and latest conditions of entry visit or call:

☎ 3412 5000

🌐 loglib.org/terms

Library locations



Library hours

Scan the QR code or visit: loglib.org/locations



- 1 Beenleigh Library**
 📍 Crete St
 Beenleigh Qld 4207
 ☎ 2899 7300
- 2 Greenbank Library**
 📍 145–167 Teviot Rd
 Greenbank Qld 4124
 ☎ 2899 5000
- 3 Jimboomba Library**
 📍 18–22 Honora St
 Jimboomba Qld 4280
 ☎ 5646 1300
- 4 Logan Central Library
+ Hive Space
+ Local Studies Room
+ Nyeumba-Meta Space**
 📍 26 Wilbur St
 Logan Central Qld 4114
 ☎ 3412 4100
- 5 Logan Hyperdome Library**
 📍 66–70 Mandew St
 Shailer Park Qld 4128
 ☎ 3081 5400
- 6 Logan North Library
+ Accessibility Centre**
 📍 Cnr Sports Dr
 and Springwood Rd
 Underwood Qld 4119
 ☎ 3541 6100
- 7 Logan Village Library**
 📍 Wharf St
 Logan Village Qld 4207
 ☎ 5549 8400
- 8 Logan West Library**
 📍 69 Grand Plaza Dr
 Browns Plains Qld 4118
 ☎ 3081 6700
- 9 Marsden Library
+ Sensory Space
+ Sensory Room**
 📍 35 Chambers Flat Rd
 Marsden Qld 4132
 ☎ 3827 8400

Logan Libraries receives financial assistance from the Queensland Government through State Library of Queensland.

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Government

