The Writing Room Licence Agreement

1. Licence Agreement

1.1 This agreement is made between _____ (**Licensee**) and Moonee Valley Libraries;

1.2 This licence agreement relates to The Writing Room residency at Clocktower Centre 750 Mount Alexander Road, Moonee Ponds, for a period commencing on and ending on _____ ;

1.3 Moonee Valley Libraries reserves the right to terminate this licence agreement immediately for any reason (including, but not limited to, if the Licensee breaches this licence agreement) at any time;

1.4 The Licensee agrees to a brief exit interview to provide feedback around the space, and to contribute their time gratis to Moonee Valley Libraries calendar of events and programs. This includes the Licensee sharing their work as a guest of our writing group, or launching a manuscript.

2. Writing Room Access and Security

The Licensee acknowledges that:

2.1 It is the responsibility of the Licensee to undertake an induction at the Clocktower Centre (of which the Writing Room forms part) on or after the start date;

2.2 There is a Salto, which will be given to the Licensee during the induction process and will allow access to the Writing Room between 8am to 5pm, Monday to Friday;

2.3 The Licensee must not stay overnight;

2.4 The Licensee must not invite visitors or hold events in the Writing Room without prior written permission from Moonee Valley Libraries;

2.5 The Licensee must use the Writing Room as a writing room and for no other purpose (unless agreed in writing with Moonee Valley Libraries).

3. Repair, Maintenance and End of Lease Obligations

The Licensee must:

3.1 Keep the Writing Room clean and tidy at all times during the residency;

3.2 Pay for any damage to the Writing Rooms property caused by the Licensee;

3.3 Not make any alterations or changes to the Writing Room;

3.4 At the end of the term, remove all of the Licensee's property and return the Writing Room to the condition as at the start date;

3.5 At the end of the term, return the Salto and locker key to Moonee Valley Libraries. Should the Licensee fail to return the Salto and key on the end date, the Licensee must pay Moonee Valley Libraries for additional Salto to be ordered and key to be replaced.

4. Facilities

4.1 The Licensee may use the kitchenette for their intended purpose, provided that at all times the Licensee leaves the area clean and tidy;

4.2 The Writing Room is an eco-friendly space, please use the recycling and rubbish bins provided;

4.3 The wifi network is MVCC-Public, no password required;

4.4 Abide by the Wireless Usage Policy and use for work and browsing purposes only.

5. Insurance

5.1 Moonee Valley Libraries carries public liability insurance for the building however the Licensee may choose to insure itself against theft or damage of personal property;

5.2 The Licensee must notify Moonee Valley Libraries about any lost or damaged items.

6. Writing Room Guidelines

6.1 The Licensee acknowledges that the Writing Room has been designed as a place to write, study and read, please respect those enjoying the quiet around you;

6.2 It is expected that the Writing Room will be used by the Licensee on a regular basis. If the Licensee is unable to do this, they must notify Moonee Valley Libraries;

6.3 The Licensee may have a mobile phone in the Writing Room but must ensure it is switched to quiet. Please make any phone calls outside the room;

6.4 If the Licensee experiences any difficulties or concerns with other occupants of the Writing Room, the Licensee must contact Moonee Valley Libraries or Clocktower Centre Coordinator in the first instance;

6.5 The Licensee acknowledges that the Clocktower Centre is a smoke-free zone.

7. Publicity

7.1 The Licensee agrees to provide Moonee Valley Libraries with a brief comment and photo during their residency for publication on Moonee Valley Libraries website, e-newsletter or social media platforms.

.... Date .... Date ....
Signed by Moonee Valley Libraries   **Signed by Licensee**

Office use only	
Date Salto returned:	
Staff name:	