

# Room Hire Feedback Form

Thank you for hiring one of the rooms at City of Bunbury Libraries.  
Please complete this form and return it to library staff at the completion of your room hire.

## 1. Which room did you use?

ICT Room (Bunbury)
Small Meeting Room (Bunbury)
Activity Room (Bunbury)
Refreshments Area (Bunbury)
Community Room (Withers)
Other:

## 2. How did you hear about the room?

Google
City of Bunbury or Library Website / Staff
Word of Mouth
Facebook
Other:

## 3. Name of your organisation?

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## 4. What type of organisation is it?

Business
Government
Registered Charity / Not for Profit
Individual
Community Group

## 5. What was the purpose of the hire?

Community Information Session
Collaborative Event with Library
Community Training Session
Staff Meeting / Training
Private Study or Meeting
Other:

## 6. How many people attended your event?

Total Attendees:
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## 7. What was the topic of your event?

Health ( <i>Medical, Mental Health etc.</i> )
Education ( <i>Literacy, Schooling etc.</i> )
Family / Children ( <i>Parenting, Adoption etc.</i> )
Legal ( <i>Parenting, Wills, DV etc.</i> )
Technology ( <i>Computers, Services etc.</i> )
Employment ( <i>Services, Job Skills etc.</i> )
Environment ( <i>Wildlife, Climate Change etc.</i> )
Arts ( <i>Art, Craft, Music etc.</i> )
Other:

## 8. How often would your organisation use our rooms?

1 - 5 times per year
6 -12 times per year
12 - 26 times per year
27 - 40 times per year
40+ times per year

## 9. With 1 being excellent and 5 being poor, how satisfied were you with;

Inquiry & Booking Process
Accessibility & Access ( <i>Entry / Lift</i> )
Fees & Room Charges ( <i>If applicable</i> )
Technology ( <i>Smart TV, Projector, WIFI etc.</i> )
Equipment ( <i>Tables, Chairs etc.</i> )
Comfort ( <i>Heating, Cooling, Lighting etc.</i> )
Room Facilities ( <i>Kitchenette / Toilets etc.</i> )
Library Facilities ( <i>Printing, Scanning etc.</i> )
Library Staff

## 10. Other feedback or suggestions:

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Your Name:

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