

# School Hall Hiring Requirements

1. **Keys/Security**

Arrangements for the collection of keys for school entry should be made with the Principal or his/her nominated representative at the time of booking.

Where applicable, keys should be collected from the school office during office hours prior to booking date. Keys should be returned to the school office during office hours on the next school day following.

The buildings are to be properly secured before leaving the premises. If applicable, the alarm is to be re-activated when leaving.

2. **Smoking**

Smoking is not permitted in the school grounds.

3. **Disorderly Behaviour**

The hirer shall be responsible to ensure that proper standards of public decency are maintained on school property and shall not permit or allow to continue any activity or indecent behaviour which shall be construed to offend the standards of Public Decency.

4. **Naked Flame**

No naked flame, open kerosene lamp or spirit type lamp shall be used in any part of the school facilities or school grounds.

5. **Cleaning**

The hirer shall be responsible for leaving the facility as found.

All rubbish is to be removed from the premises.

If the facility is deemed to be not cleaned, all cost to clean the facility will be taken from the bond.

9. **Unintentional Alarm Activations**

The hirer is responsible to pay all Dept. of Education costs for any accidental alarm activations.

# Application for School Facilities Hire

NOTE: Two copies to be completed - One for the Principal and One to be retained by the Hirer

Name of Organisation: .....

Name of Applicant: .....

Address in Full: .....

Phone: Business - \_\_\_\_\_ Home - \_\_\_\_\_ Mobile - \_\_\_\_\_

I hereby apply for the use of the hall for the purpose of: .....

.....

on / / between the hours of .....am/pm and .....am/pm.

## **I will require the following facilities:**

PERFORMING ARTS CENTRE

GENERAL PURPOSE ROOM

CANTEEN

GYMNASIUM

TOILETS

CAR PARK

OTHER: .....

NUMBER OF PEOPLE

## **HIRING FEES**

- |  |                         |   |
|--|-------------------------|---|
| 1. <b>Short Term</b><br>(e.g. hire for Casual Use) | Hiring Fee (Base)       | \$ 100.00 + GST(minimum 3 hours)          |
|  |                         | \$ 25.00 + GST + GST per hour there after |
|  | <i>Public Liability</i> | <i>\$ 32.00 (if required)</i>             |
|  | Bond                    | \$ 250.00                                 |
| 2. <b>Long Term</b><br>(e.g. weekly hire)          | Gym Hiring Fee          | \$ 35.00 + GST per hour                   |
|  | Other rooms             | \$ 25.00 + GST per hour                   |
|  | Public Liability        | \$ 32.00 (if required)                    |

## **PUBLIC RISK LIABILITY**

School Policy – School Pac (Jardines)

Other – Company: ..... Policy No: \_\_\_\_\_

**PAYMENT:** Hiring Fee \$  Damage Bond \$

I certify that I have obtained a copy of the School Hall Hiring Rules and agree to comply in all respects with such conditions and rules and to pay the hiring fees as set out.

I agree to return the keys on .....

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_