

Stratford Primary School: NAG 4 Procedures (400)

404- Use of School Facilities Procedure

CONDITIONS OF HIRE:

Payment:

Full payment must be made when booking is confirmed. The full Bond must be paid when receiving keys.

Keys:

Keys must be returned to the School Office as early as possible the following day [or the following Monday in the event of a weekend booking].

Smoking:

Smoking in the buildings is not permitted.

Alcohol:

The consumption of alcoholic liquor is forbidden on any part of the school property without special permission from the Board of Trustees. The Board of Trustees will require you to obtain the appropriate licence from the Council, and provide a copy before collecting the keys.

Damages, Breakages, Losses:

Any breakage, damage and loss to school property must be reported as soon as possible, and any associated costs will be paid for by the hirer.

Gambling:

Gambling Laws shall be observed at all times.

Cleaning:

Any school property used must be left in a clean and tidy condition with any cleaning expenses being paid by the hirer.

Toilets:

Use of toilets must be adequately supervised and cleaned after use. Toilet consumables to be provided by the user.

Security:

Please note that where security systems have to be disarmed/armed by either an employee of the Board or the Board itself a charge of \$100 will be incurred. All lights must be turned off and all doors and windows must be locked before security systems are re-set.

Cancellations:

Bookings must be cancelled by phone by the person who made the original booking. Full payment will be charged for non notification of cancellation.

Vehicles:

Motor vehicles must be parked on sealed areas only.

Use of other Rooms:

Hirers must not enter or use rooms other than those hired, nor are they to use any school equipment unless prior arrangements have been made.

Hire Charges:

Cover use of electric lights, heating, use of kitchen in the hall and/or staffroom and hall hot water, stage and furniture.

Decorations:

Decorations in the hall or staffroom must be self supporting e.g. pot plants, no sellotape, pins, nails, tacks, screws or posters are to be fixed to the walls.

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Dangerous Goods:

No petrol, explosives or fireworks are allowed on school grounds or in buildings.

Electrical Wiring:

There is to be no interference with existing installations.

Damage or Injury:

The Hirer takes all risk both for property and for claims for accident, injury or damages associated with the hire.

Hirer's Equipment:

The Hirer must make their own arrangements about delivering and taking away their equipment and for its custody at the school - in **consultation with the Principal**.

Performing Rights:

A declaration in writing that performing rights have been obtained is to be lodged at the school office prior to the performance.

Subletting:

Sub-letting of the hall, staffroom, classrooms, grounds is not permitted.

Rights of the Board of Trustees:

- The Board may at its discretion alter any charge or condition without notice.
- The Board disclaims any responsibility for any damage to Hirer's property.
- Bookings may be cancelled by the Board and deposits refunded should any of the hired areas be required urgently for use by the School, Board of Trustees or Home & School Association.
- Reserves the right to refuse all/any applications for use of the school grounds.

Charges:

Per Day or part thereof [GST exclusive]

Bond:

\$50.00 for each facility required unless otherwise determined from time to time by BOT or its representative [A facility is a classroom, a toilet block, the hall or staffroom, Food Technology Centre or Food Technology Centre Equipment].

Hireage:

The Board of Trustees or its representative retains the right to review all hireage conditions.

Hall	\$50.00/day or part thereof	[non-profit]
	\$100.00/day or part thereof	[profit/Includes an Alcohol License]

Staffroom	\$50 meeting charge	[non-profit]
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Toilets	\$50.00/day or part thereof
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Grounds	At discretion of the BOT or its representatives
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Food Technology Centre:	\$ 100 hireage
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Food Technology Centre / Hall:	\$ 150 (non profit)
	\$ 180 (profit)

Cutlery, crockery, glassware \$ 30 per day (plus breakages at cost of replacement).

