

CONDITIONS OF USE - SCHOOL FACILITIES

1. **Application:** Applications for use of the facilities must be made to the Principal by completing the appropriate form.
 - a) It shall be at the discretion of the Principal to refuse to let the facilities.
 - b) Sub-letting is not permitted without the consent of the Principal.
 - c) The school reserves the right to hire any part of the premises not in use by one Hirer to other users at the same time.

2. Rental:

- a) For casual functions the hirer is required to pay a bond of \$250 (by cash or bank cheque) when returning the application form. (\$100 will be refundable after inspection of the premises).
- b) The hirer shall be entitled to use only the part/s of the building hired.
- c) If the premises are not vacated by the agreed time, the hirer shall pay hourly rates for additional hire.
- d) The Council/Principal reserves the right to terminate any function at any time for any reason whatsoever. Council members/representatives must have free access to the premises at all times.
- e) The premises will be checked by a representative of the school within 24 hours of completion of the hire period.

2. Care of Facility:

Permission to vary the arrangement of furniture, place decorations or use equipment must be obtained from the Principal or authorised officer. The Hirer will ensure that the facility is in a clean and tidy order before and after use and that all furniture, fittings etc are returned to the correct place unless otherwise negotiated. Any cleaning charges are to be met by the Hirer and may be deducted from the bond. An inventory of equipment and furniture supplied for the Hirer must be recorded on the checklist by the school and Hirer and checked again on completion of the hire period.

4. Damage:

- a) The floors, walls, curtains, or any other part of the buildings, or any fittings or furniture shall not be broken, pierced by nails or screws or in any other way damaged.
- b) No signs, notices, advertisements, scenery or fittings of any kind to be erected in the building or attached to the walls, doors or any other portion of the building, fittings or furniture without prior consent of the school Principal.
- c) If any damage or theft takes place, an assessment of the damage or theft by the Principal shall be taken as final without right of appeal. The Hirer, upon request, shall pay the school the cost of repairing the damage or replacing the stolen items. Damage or vandalism to the building or facilities must be reported by any organisation in charge within 24 hours to the Principal.

5. Claims:

- a) The Hirer shall be responsible for any accident, loss, damage or injury sustained by any person or persons using any part of the premises or the school grounds during the currency of the hiring notwithstanding that such injury may arise any defect in the furniture, fittings, buildings or grounds.
- b) The Hirer agrees to indemnify the School Council against all claims and demands made or costs or expenses incurred in connection therewith.

The school Council requires that the Hirer carry Personal Liability Insurance for the event/s.

6. Alcohol:

There is to be no alcohol consumed on school premises while hiring these facilities.

7. Smoking:

Smoking is strictly forbidden in all areas of the buildings. It is a State Government requirement that all schools will be smoke free.

8. Parking:

Vehicles must be kept to roadways and not to driven over lawns, paved areas or ovals and must be parked only on the sealed parking areas provided.

9. Free Access:

Members of the School Council, the Principal or designated officers of the school shall at all times be entitled to free access to any and every part of the buildings and grounds.

10. Security:

A person appointed by the Principal will be responsible for opening, closing and making the buildings secure at the times designated in the hiring application. The Hirer must ensure that the facilities have been cleaned and tidied by the designated closing time. Use outside of the times arranged may incur additional hiring/security costs.

11. Disputes:

In the event of any disputes or differences arising as to the interpretation of these conditions, or any matter contained therein, the decision of the Principal/School Council Executive shall be final.

12. Nuisance:

The Licensee shall avoid any disturbance, nuisance or annoyance to neighbours whether by noise, behaviour, obstruction or other actions on the Licensees behalf or persons properly authorised to be on the premises or otherwise.

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