

**Holy Family Primary School
GOWRIE**



HALL HIRE

Policy



Hall Hire Policy

Related Policies

CE External Provider Policy

Policy

The hire and subsequent use of the Holy Family Primary School Presentation Hall, by community groups is seen as providing a valuable service to these groups. It also promotes the school within the wider community, potentially offering activities that may directly benefit members of our school community.

The related policy 'External Provider Policy' also provides details and procedures for the management of external providers who deliver a part of a course, provide educational programs to students or access the school facilities for teaching an educational program to students. These procedures outline the general requirements for risk management and to ensure that external providers meet the compliance requirements.

Conditions of Hire

Holy Family Hall is available for single events, on a regular weekly, monthly or scheduled date's basis and also for hire on an hourly basis.

Holy Family expressly reserves the right to cancel any booking for a function should the centre be required for a School/Parish function. Holy Family Primary School will provide as much notice as possible should this become necessary.

Hirers must terminate activities at the conclusion of the approved hiring session and vacate the area. Time of hire includes set up and pack up.

Regular (permanent) bookings are for a school calendar year only and must be renewed at the commencement of each school year. Fees will be reviewed annually.

All proposed activities must be in keeping with the values and ethos of Holy Family Primary School.

Sub-letting

Any purported sub-letting, sub-licensing, sub-hire, or similar arrangement, of all or any part of the Hall, or any purported assignment of any rights created under this agreement by the hirer is prohibited and invalid. Any person coming on to the premises under such an arrangement will be considered a trespasser, and the hirer will forfeit their right to the hire agreement immediately.

Liability of Damages

No person shall alter or remove any equipment, fittings, fixtures or furniture without the permission of the Principal. The floors, walls or any part of the school must not be written on, decorated, place carded, cut, broken, pierced by nails, screws or any other fixings in any way.

Prohibited Activities

No alcohol shall be brought into or consumed in the grounds of the school or its buildings.

Smoking is not permitted on any part of the school grounds or in any part of the school buildings as per the Catholic Education Commissions Policy (23.11.91)

If a hirer has any doubt concerning the acceptability of a proposed activity, it is in their interest to check with the Principal prior to undertaking hire of the facility. There shall be no obligation to refund any advanced fees of a hiring if cancelled because proposed activities are found to not be in keeping with Holy Family Primary School values and ethics.

Procedures

- The hirer should visit the school where a member of the Front Office staff will show the facility.
- The hirer must obtain a copy of the Hall Hire Application.
- The hirer must have Public Risk Insurance.
- The hirer must return the completed Hall Hire Application paperwork for approval.
- Upon approval the Hall hirer must complete and agree to the Hall Hire Agreement and provide necessary insurance details.

References

Nil

Forms

Application form
Fees and Charges form
Agreement form

Approved by:	Holy Family School Board
Implementation Date:	2009
Policy last Updated:	May 2014
School Contact Officer:	Anne-Marie Marek



Holy Family Primary School

Presentation Hall Hire Agreement 2015

HOW TO HIRE THE HOLY FAMILY PRESENTATION HALL

1. Visit the School's Hall
You will need a member of the Front Office staff to show you the facility.
2. Obtain an Application Form
This is available from the Front Office or on our school website.
3. Obtain a Public Risk Insurance Policy to the minimum of \$20 million dollars.
This is required to protect you and Holy Family Primary School against any claim that may arise from the activities you are organising in the building.
4. Return the *Completed Application Form* and *Public Risk Insurance Policy* to the Holy Family Primary School for Approval.
5. Payment for Hire
Payment for hire of the Hall must be made seven days in advance. This can be done at the time you lodge your application form with Holy Family School. Payment is made to 'Holy Family Primary School'.

If you wish to make a permanent reservation, payment is required a month in advance. Details of the booking should be forwarded to the school with your payment at least seven (7) days before the last payment expires. This reservation is forfeited if you do not pay on time.

Alternatively, the Principal may require special arrangements to be made for payment.

6. How to Change Your Booking
If you decide to cancel or change a booking you must write to the Principal or phone 6292 1222.

Front Office at least two (2) days before your reservation. Long-term bookings may have special cancellation arrangements.

7. The Holy Family Primary School reserves the right to use the Hall for school or parish purposes. It must notify the hirer in advance.

CONDITIONS OF HIRE

Holy Family Hall is available for single events, on a regular weekly, monthly or scheduled date's basis and also for hire on an hourly basis.

Holy Family expressly reserves the right to cancel any booking for a function should the centre be required for a School/Parish function. Holy Family Primary School will provide as much notice as possible should this become necessary.

Hirers must terminate activities at the conclusion of the approved hiring session and vacate the area. Time of hire includes set up and pack up.

Regular (permanent) bookings are for a school calendar year only and must be renewed at the commencement of each school year. Fees will be reviewed annually.

All proposed activities must be in keeping with the values and ethos of Holy Family Primary School.

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LICENCE AGREEMENT

The hirer must sign a copy of the this agreement and provide a copy to the Principal of Holy Family Primary School prior to obtaining entry to the Hall.

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ACCESS

Approval to hire the School Hall does not give the hirer right of entry to any other part of the school area, the use of school services, other than in accordance with the terms of hire agreement, or the right of entry on to school grounds, other than by reasonable approach to the centre.

The Principal or his/her representative shall at all times, notwithstanding any hiring, be entitled to free access to the facilities hired.

Holy Family Primary School expressly reserves the right to immediately cancel any function should the hirer or the hirer's invitees not conduct themselves in an appropriate manner or in accordance with these conditions.

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CANCELLATION

Any arrangement for the hire of the Hall may be cancelled at any time prior to the date for hire by the Principal or School Community Council.

To obtain a full refund of any deposit paid, the Front Office must receive cancellations in writing at least 2 days before. No refund is payable if cancellations are made less than 2 days prior to the reserved hire. Postponements are acceptable only if an alternative available date can be negotiated. This condition may be waived in exceptional circumstances at the sole discretion of the Principal.

Hirers will be held strictly liable for any damage caused to any buildings, fittings, fixtures, furniture or equipment by any means whatsoever. The hirer agrees to pay the cost of replacement, rectification or repair as may be the case in full to Holy Family Primary School within seven days of a quotation being provided by a qualified tradesperson. This term is essential.

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RELATIONSHIP

This agreement does not create the relationship of landlord and tenant between Holy Family Primary School and the hirer.

SUB-LETTING

Any purported sub-letting, sub-licensing, sub-hire, or similar arrangement, of all or any part of the Hall, or any purported assignment of any rights created under this agreement by the hirer is prohibited and invalid. Any person coming on to the premises under such an arrangement will be considered a trespasser, and the hirer will forfeit their right to the hire agreement immediately.

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SECURITY

The hirer will nominate a person in writing, who shall be delegated to collect the appropriate keys from the Holy Family Primary School and to ensure that all lights, heating, air conditioning etc are switched off after the function and that all doors, windows and alarm systems are secured before leaving the area. The school reserves the right to pass on any costs incurred (such as security call out fees) as a result of not complying with these conditions.

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KEYS

A key deposit of \$25 will be paid by the Hirer. This fee is refundable when keys are returned to the Holy Family Primary School's Front Office. This should be done within 2 days of the final end date of the contract. Should any key be lost, the Hirer is to report the loss to the Office immediately. The Hirer will pay for the replacement cost of any lost keys. The Hirer is not authorised to duplicate keys. Keys are not transferable (keys are issued to an individual not a group). Keys are not to be tagged with the name of the premises.

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INSURANCE

The school insurance policies cover only those functions and activities which are directly associated with the school. It is a requirement that hirers of school facilities ensure that public liability cover and other insurances that may be required are arranged independently of the school. The hirer **MUST** provide to Holy Family Primary School a copy of any such insurance policy. Holy Family Primary School expressly reserves the right to refuse access to the centre should a current or adequate Certificate of Insurance not be produced.

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LIABILITY OR DAMAGES

No person shall alter or remove any equipment, fittings, fixtures or furniture without the permission of the Principal. The floors, walls or any part of the school must not be written on, decorated, place carded, cut, broken, pierced by nails, screws or any other fixings in any way.

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PROHIBITED ACTIVITIES

No alcohol shall be brought into or consumed in the grounds of the school or its buildings.

Smoking is not permitted on any part of the school grounds or in any part of the school buildings as per the Catholic Education Commissions Policy (23.11.91)

If a hirer has any doubt concerning the acceptability of a proposed activity, it is in their interest to check with the Principal prior to undertaking hire of the facility. There shall be no obligation to refund any advanced fees of a hiring if cancelled because proposed activities are found to not be in keeping with Holy Family Primary School values and ethics.

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CLEANING

The cleanliness of Holy Family Primary School and its surrounds is a prime consideration and all users of school facilities must undertake to leave them in a condition acceptable to the Principal.

Therefore if required, after each function the school contract cleaner may be asked to inspect the areas used, and if necessary to do such work as deemed appropriate to reinstate the school to the acceptable standard. If there is any additional cost involved it must be paid by the hirer.

Basic cleaning materials and products may be provided by Holy Family Primary School. The hirer should ensure they enquire where such materials are located prior to any function.

All chairs, trestles etc must be returned to their original position after use.

The School rubbish removal facilities do not have the capacity to hold refuse generated by non-curricular activities. The hirer is therefore required to remove all and any refuse at the conclusion of activities, unless prior arrangements are made with the Principal. Should it be necessary for Holy Family Primary School to have refuse removed the hirer agrees to accept responsibility for any cost incurred and pay such amount to Holy Family within seven days of notification.

Where deemed appropriate by the School Principal, a bond may be required to cover anticipated cleaning or restoration costs. This requirement, including the amount of the bond, is at the discretion of the Principal.

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HIRER'S RESPONSIBILITIES RELATING TO EQUIPMENT AND CONDITION OF PREMISES

At the end of each period of hire and upon termination of the Agreement, the hirer will ensure that:

1. The premises, including machinery are left in a clean and tidy condition.
2. The equipment, including tables and chairs, are stored in the correct manner.
3. All equipment and machinery, excluding hot water and fridges, are to be turned off at power points.
4. All windows locked.
5. All external doors locked.
6. All decorations, displays etc removed from the premises.
7. All rubbish removed and taken from the premises, or placed in the appropriate external bins

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ADDITIONAL

Holy Family Primary School will not enter into any hire agreements with persons under the age of 18.

Holy Family Primary School expressly reserves the right to require the service of registered security guards for any function that it deems necessary at its sole and absolute discretion. The hirer must provide written proof of the engagement of such security services to the Principal of Holy Family Primary School or such other authorised representative no later than seven days before date of hire.

Activities undertaken by the School Board and P&F, Parish are generally exempt from fees.

If an exempted body wishes to use school facilities for a fund raising activity, a nominal licence fee may be determined by the Principal.

Signed: (Principal)

Signed: (Hirer)

Date:



Holy Family Primary School

Fees and Charges

Fees and Charges as at February 2015.

The hirer accepts no liability for changes, errors, additions or omissions.

Community Use – Church group, Volunteer organisation, etc,
\$25.00 per hour (or by negotiation with the Principal)

Commercial Use – Exercise class, Sporting groups, Seminars, etc
\$30 per hour

Hall Hire	\$30.00 per hour
Canteen (stove/oven)	\$30.00 per session
Equipment - Sound System	\$25.00 per session
Equipment – PA System	\$25.00 per session
Equipment – Projector	\$25.00 per session
Equipment - Chairs	\$20.00 (per 50 chairs)
Cleaning Fee	\$300.00 for major functions

All fees are inclusive of GST and may be changed at any time by the Principal or School Community Council at the end of a contract period or with 60 days notice.

I HAVE READ, UNDERSTOOD AND ACCEPT THE TERMS OF THE ABOVE AGREEMENT

Name:

Address:

Telephone Contact BH: _____ AH: _____

Mobile: _____

Signature:

Date:



Holy Family Primary School, Gowrie

Application for use of the Holy Family Primary School Presentation Hall

Name of Organisation: _____

Purpose of Booking: _____

Facility/Equipment Required:

- Hall Stove/oven Kitchen in Canteen
 Sound system Projector

Insurance Details: _____

(Please note a copy of your current public liability policy is required)

Individual Bookings: **Date Bookings Required:** _____

From: _____ **To:** _____

Annual Reservations: **Day of the Week:** _____

Time Required: _____

Indicate if required: **School Holidays:** Yes No

Public Holidays: Yes No

This application must be lodged with Holy Family School Office at least seven days before an anticipated booking.

If this application is approved, I _____, undertake on behalf of my organisation to comply with the conditions attached to this form.

1. To restrict use of the building to the areas specified in the approval.
2. To comply with all reasonable requests made by the Holy Family School Principal or their delegate.
3. To make good any damage and to leave the area used in a clean and tidy condition. (Please note that if there is a need to have the facility repaired or cleaned the cost of such work will be billed to the hirer)
4. All keys shall be returned to the School Principal or their delegate no later than twenty-four hours after the termination of this agreement.

Name (Block Letters): _____

Address: _____

Telephone Number: _____

Position held within the organisation: _____

Cost per hour for hire of the facility: _____

**I confirm that I have express authorisation to enter into this agreement on behalf of
(name of organisation)**

Applicant's signature: _____

Application supported/ not supported

Principal's signature: _____ **Date:** _____