



## USE OF HALL and STAFF ROOM

“Our vision is to develop our site as a multi-purpose school and community facility and to encourage regular use by responsible community groups.”

### GENERAL

1. All enquiries should be made through the school office (Phone 327 7231). For out of hours queries, please call our Caretaker (Peter Hills 327 5137 or 027 870 7207).
2. All hall hirers must sign the Kaiapoi Borough School Health & Safety Hire Briefing.
3. Kaiapoi Borough School will have priority at all times. Every effort will be made to give reasonable notice of any change to regular bookings and to assist with alternative arrangements where possible.
4. Keys will be issued from the school office during normal school hours. A staff member will instruct you on the alarm system and give any further information as required.
5. Keys must be returned to the school within 3 days of the completion of hire, unless other arrangements have been made.
6. Smoking and non-prescription drugs **ARE NOT PERMITTED** on school grounds at anytime.
7. Alcohol cannot be consumed during school hours, and out of school hours only be prior arrangements with our Board of Trustees.
8. No food or drink (except water) is to be consumed on school premises unless by prior arrangement at the time of your hire booking.
9. Parking of cars **MUST ONLY BE** on hard surfaces in approved parking areas (unless by prior arrangement).
10. Out of respect to our neighbours we request that music/bands finish at 11pm (or by prior arrangement with the school and neighbours).
11. Additional equipment use is by prior arrangement only (eg trestles, sports equipment, sound equipment etc) and may be subject to an additional fee.
12. Regular hall hirers are to give a minimum of two weeks notice when terminating hire.
13. A **\$50 call out fee** will be charged to the hirer if our Property Manager is called out due to the hirer's negligence.
14. A **\$75 call out fee** will be charged to the hirer if the security monitoring company is required to attend site due to alarms not being correctly set, or the hire premises not being left secure.
15. Minor damage will be the responsibility of the hirer and must be paid within 7 days.
16. If damage occurs requiring an insurance claim, the hirer will be liable to pay \$1,500 which is our school insurance excess amount. Hirers are expected to take care with any equipment brought onto school premises, taking all necessary precautions to prevent damage to our premises.

### CONDITIONS OF HIRE

The hirer will be responsible for the following:

- Opening and locking up (windows and doors, and setting/unsetting the alarm)
- Checking emergency evacuation procedures which are displayed in the hall
- Checking all exit routes to ensure they are clear of obstructions
- Making any necessary provisions to ensure that disabled persons can be evacuated
- Ensuring lights, heaters and power switches are turned off
- Using the facility responsibly and leaving it in a clean and tidy condition. All rubbish is to be removed and surfaces left clear and clean. Note: commercial cleaning charges may apply if it is necessary to clean the hall following a hire booking.

