



#### **CONDITIONS OF HIRE**

##### **OUR LADY OF DOLOURS PRIMARY SCHOOL**

Facilities may be hired on an hourly or daily basis. Arrangements are available for ad hoc or on a regular (weekly, monthly or scheduled dates). School/parish functions take priority over all bookings. The school will provide as much notice as possible. Another area of the school may be offered in lieu of cancellation.

Hirers must terminate activities on conclusion of the approved hiring session and vacate the area in a reasonable time. Hiring rates will apply from the commencement of setting up time. 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 requests to hire School facilities must be submitted to the school Principal in writing. A standard application form is available below. Any request to hire facilities will be not considered to be accepted by the School until a copy of the request form, signed by the Principal, is returned to the prospective hirer. The proposed activities must be in keeping with the School's values and ethos.

#### **ACCESS**

Approval to hire part of the School facilities, 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 of the school building, or the right of entry on to school grounds, other than by reasonable approach to the facility hired.

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

The Principal may take appropriate action against any person not complying with these general conditions, or in any way misconducting him/herself.

**ALL STAFF CONDUCTING ACTIVITIES WHERE CHILDREN ARE INVOLVED MUST BE CURRENT HOLDERS OF A "BLUE CARD" FROM THE COMMISSION FOR CHILDREN AND YOUNG PEOPLE.**

#### **ENDORSEMENTS**

No approval or endorsement by Our Lady of Dolours Primary School is implied in accepting a fee for hire of School facilities, and unless agreed in writing, no approval or endorsement by the School shall be advertised or implied.

#### **CANCELLATION**

Any engagement or agreement for the hire of the School building may, at any time, prior to the date for which it is hired, be cancelled by the School Principal and all monies paid by the hirer returned. Neither the Principal nor Our Lady of Dolours Primary School shall be held liable by the hirer for damage or otherwise arising from such a cancellation.



To obtain a full refund of any deposit paid, cancellation must be received in writing at least 48 hours prior to reserved hire. No refund is payable if cancellations are made less than 48 hours prior to the reserved hire. Postponements are acceptable only if an alternative venue is available that can be negotiated at the time. This condition may be waived in exceptional circumstances at the sole discretion of the Principal.

### **SUB-LETTING**

Sub-letting of the whole or part of the School building by a hirer is prohibited.

### **FEES: These rates include GST**

#### **School Community Use**

- Donation by negotiation with the Principal

#### **Community Use (YMCA, Neighbourhood Watch, etc.)**

- \$15.00 per hour
- \$75.00 day\*\*by negotiation with the Principal

#### **Commercial Use (Sporting groups, exercise class, seminars etc.)**

- \$30.00 per hour
- \$125.00 day

**A Cooling Charge may be payable during Summer months, dependant on the activity. This will be negotiated with the Principal.**

### **Room Hire for Music Tuition**

Charge for Room Hire will be negotiated individually with an additional cooling charge at the discretion of the Principal.

Activities undertaken by the School Board, Parish Council and approved groups, the P&F Association or similar bodies are generally exempt from fees.

If an exempted body wishes to use School facilities for a fundraising activity, an economic rental, may be determined by the Principal and/ or School Board representative.

### **SECURITY**

A nominated person shall be delegated to collect the appropriate keys and codes from the School to ensure that all lights, heating, fans, etc are switched off after the hire period 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 non-compliance with these conditions.



## **INSURANCE**

The School insurance policies cover only those functions and activities which are directly associated with the school, and it is a requirement that hirers of school facilities ensure that public liability cover and any other insurances required are arranged independently of the school. A copy of the hirer's Certificate of Insurance is required upon acceptance of a booking.

The School undertakes no responsibility for the property of any hirer, or others, who may place it in any part of the school grounds or buildings.

## **LIABILITY FOR DAMAGE TO FACILITIES**

No person shall alter or remove any equipment, fitting or furniture without the permission of the Principal.

The floors, walls or any part of the school must not be written on, decorated, placarded or cut, broken, pierced by nails, screws or other fixings, and hirers are held liable for any damage caused by them or associates.

Hirers are held liable for any damage occurring because of improper use of the buildings, fittings, furniture or equipment.

## **CLEANING**

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

All chairs, trestle tables, etc. must be returned to their correct position after use.

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 them to the normally accepted standard. If there is any cost involved, it must be paid by the organising body/hirer of the function held.

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.

## **PROHIBITED ACTIVITIES**

No intoxicating liquor shall be brought into or consumed in the grounds of the school or its buildings without appropriate licences. Smoking is not permitted on any part of the school grounds or in any part of the school buildings as per the Brisbane Catholic Education Policy

If a hirer has any doubt concerning the acceptability of a proposed activity, it is in their interest to check with the School Principal prior to undertaking hire of the facility.



### APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organisation	
Contact Person /Hirer	
Phone number	
Email	
Address	
Purpose of the Booking	
Dates and/or Days required	
Start time	
Finish time	
Facilities required (Please tick)	
Playground/Oval	<input type="checkbox"/>
Multi-purpose Centre	<input type="checkbox"/>
Library	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>
Other	
Insurance details	
Special Conditions (eg liquor licence)	

**APPROVED /NOT APPROVED**

PRINCIPAL \_\_\_\_\_ DATE \_\_\_\_\_