



Hall Hire

Statement of Agreed Practice

Agreed Practice

Any individual or organisation hiring the school hall and/or other areas or rooms in the school are required to undertake the following responsibilities: The hirer will supply own equipment unless a separate arrangement has been entered into with the school and this arrangement has been documented and signed by the hirer and the Principal of the school. This documentation is to be attached to any other documents relevant to that hirer and kept in the appropriate file.

Any equipment belonging to the hirer that is stored at the school is stored at the Hirer's own risk. An agreed arrangement to store equipment does not imply any responsibility on the part of the school for the security of the equipment.

The Hirer will ensure that the hall and other areas used, including the toilets, are left clean and all rubbish is removed from the school premises. The school rubbish hopper and/or other systems are not to be used for disposing of the Hirer's rubbish.

The Hirer/Organisation will appoint one person to be responsible for all contact with the school and this person's contact number/s must be available to the school and any changes must be notified immediately. This contact person is to take responsibility for security arrangements.

Security arrangements include:

Holding the key which gives access to the school. This key is to be signed for by the nominated contact person and returned to the school at the end of the hiring arrangement. This key must be given to a member of the school staff by arrangement.

Using the security number to disarm the monitoring system and to re-arm the system at the end of the session. This number is not to be given to any other person or organisation without the express permission of the Principal or the Principal's nominee.

Keeping the doors closed to the other areas of the school if the Hirer is only hiring the hall area. In the event of the alarm being set off by this area not being properly secured and Chubb Security having to respond by coming out to reset the alarm, the Hirer will be liable for all charges leveled by Chubb Security for this service.

Ensuring that all doors and windows are properly secured in the area hired for that session. Responses by Chubb Security resulting from the failure to properly secure the area will be charged to the hirer.

Accounts will be issued at the end of each Term and payment is to be made within two (2) weeks. Casual hirers will be asked to pay before use. (A refundable deposit of \$100/50 may be required).

The school has a Public Liability Policy but the Hirer is also responsible for having cover in case of accidents/incidents that arise which are not covered by the school policy. Charges for the hire if the Hall/other facilities are attached and will be reviewed on a regular/yearly basis. Heating and lighting are included in these charges.

Two weeks notice must be given by the Hirer and/or school if any changes in the hiring arrangements are to be made.

Related Policies / Agreed Practices

- Working with Vulnerable People Check
- Occupational Health and Safety Policy
- Critical Events Policy

Review

The St John the Apostle Hall Hire Agreed Practice is reviewed at least once each five years in line with current Registration practices. It may also be reviewed more often according to the need and educational trends.

Reviewed by:	Leticia Young and Victoria Scarano
Revision date:	05/05/15
Approved by:	Tracy Donnellan
Implementation date:	2015

ST JOHN THE APOSTLE PRIMARY SCHOOL
~ HALL HIRE ~

Name of Hirer or Organisation: _____

Contact Person: _____ Phone: (h) _____ (w) _____

Period of Hire: From _____ to _____

Refundable deposit paid (if applicable) \$_____;__

Payment of \$75:00 (Short Term Hire) \$_____:__

Key collected by (Please print Name): _____

Signature: _____ Date: _____

Security number allocated YES/NO Security No: _____

DECLARATION BY HIRER

I/we have read the accompanying document 'Hire of Hall Policy' and accept responsibility for all security arrangements. I/we understand that should a charge by the Security Monitoring system be made as a result of my/our use of the facilities, I/we will be responsible for meeting the cost of this charge.

I/we have checked the facilities for damage and am satisfied that there are no areas that are faulty which may cause an accident. I/we understand that any damage to facilities will be my/our responsibility to replace/repair.

Signed: _____ Date: _____

Hirer

Signed: _____ Date: _____

Principal or Principal's Nominee

Key returned by (please print Name): _____

Signature: _____ Date: _____

Signed: _____ Date: _____

Principal or Principal's Nominee

HIRERS' CHECK LIST ~ ST JOHN THE APOSTLE SCHOOL

CHAIRS	Stacks of 8 against the walls.
TABLES	Wipe down and store against the wall.
LIGHTS	Before leaving turn off lights
HEATING	Needs to be turned off.
GARBAGE	Remove any garbage from the building and take it with you.
FIRE SAFETY	Ensure there is no risk from electrical appliances SMOKING ON THE PREMISES IS NOT PERMITTED
KEYS	Key is to be returned on the first school day after the hire of the hall. The last person to leave will need the key to secure the door. Please try the door to ensure that it is locked. The person in charge of the keys will need to check <u>all</u> external doors before leaving the premises.
SECURITY	On entering and leaving the building the security code needs to be entered. Security is on when all lights are showing. When security is off there is one (1) red light showing. To turn on/off security enter the 4 digit code.
KITCHEN	Where used, dry and put away crockery; wipe down bench tops, sinks and stove; sweep and mop floor; turn off heaters and taps, remove food and drink from fridge.
PAYMENT	A payment of \$75 (Short Term Hire) or the appropriate deposit (Long Term Hire) is to be paid when collecting the keys and security code.

PLEASE BE AWARE THAT THE ROOM MUST BE CLEANED IMMEDIATELY AFTER THE FUNCTION.

COPYRIGHT	Hirers are advised that under the Australian Copyright Act, a person who causes or authorizes records protected under the Act (records defined as CDs, cassettes, vinyl or any other sound carrier) to be heard in public, must obtain a license before these are played. Similar provisions relate to the performance of copyright music and lyrics. St John the Apostle School advises that it does not authorize or condone the public performance of protected sound recordings, or lyrics. Any person who does authorize such performances must be licensed under the Act.
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