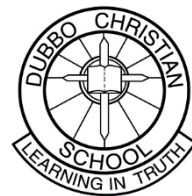


Dubbo Christian School Policy



SCHOOL FACILITIES HIRE POLICY

RANGS Reference	-
Date of Last Review	January 2016
Ratified by the Board	February 2011
Owner	Business Manager

1. Dubbo Christian School is pleased to be able to make the Hall and other facilities available for community use. We encourage bookings that complement the Christian values of the school. However, these facilities were built primarily for school use and therefore school activities will generally take precedence.

The following conditions need to be satisfied by persons or groups making a booking.

2. CONDITIONS OF HIRE

- 2.1 **Applications for Bookings:** Applications for hire must be on the form provided and forwarded on completion to the Business Manager for consideration / approval. A tax invoice will be issued for approved bookings.

School Facility Hire Rates: Hire rates for the use of the nominated facilities are determined by the Dubbo Christian School. These rates are subject to change. Please refer to the schedule of current rates included.

Bookings are not confirmed until the hirer has received a tax invoice.

Cancellation of Bookings: One month's notice, in writing, must be provided to vary or cancel any hire agreement. A cancellation fee of \$150.00 applies if less than one month's notice is given.

- 2.2 **Access:** On school days access to the facilities will not normally be granted before 3.30pm.
- 2.3 **Sale / Use of Liquor:** No liquor shall be sold or consumed during the hire of the facilities.
- 2.4 **Gambling:** No gambling or games of chance.
- 2.5 **Smoking:** All facilities and grounds are "NON SMOKING" areas.
- 2.6 **Sub-Letting:** The hirer shall not sub-let the facilities or any part thereof.
- 2.7 **Noise:** The hirer shall be responsible to ensure that no excessive noise is made during the hiring which would disturb neighbours.
- 2.8 **Loss or Damage:** The hirer shall be responsible for any loss or damage to any property or equipment arising out of the hiring or for any loss, damage or injury which may be incurred

by or be done or happen to any person or persons using the facilities. All such instances must be reported to the School Business Manager within 24 hours and followed up with a written report.

Gymnasium note:- Due to the floor surface no high heeled shoes will be permitted and all participants are to wear sports shoes only. Any additional furniture or equipment required must be approved by the School prior to its entry into the facility.

- 2.9 **Conduct:** The hirer shall be responsible to ensure appropriate and common sense conduct in the nominated area during the hiring. Children are to be supervised at all times by a responsible adult. General school areas (unless hired) are out of bounds.
- 2.10 **Cleaning:** The hirer shall leave the building in a clean and orderly state. The school may, if it thinks fit, charge the hirer for any expense incurred in restoring the nominated area to a clean and orderly state.
- 2.11 **Insurance:** Hirers are required to have their own policy for Public Liability to at least the value of \$10 million.
- 2.12 **Lighting, Sound and other specialist equipment** including operating the Orchestra Platform and Tiered Seating must only be carried out by operators approved by the Principal or Business Manager.
- The school will need to be contacted to arrange for alterations to lighting, power or any activities requiring the provision of extra equipment. Charges may apply.
- 2.13 **School Property:** No items of school property may be moved from the facility without the permission of the Principal or his representative.
- 2.14 **Locking Up:** Locking up procedures will be provided by the school.
- 2.15 **Right of Refusal:** Dubbo Christian School reserves the right to refuse hiring the school hall and other facilities for activities and functions that are considered to be against the Christian values of the school.
- 2.16 **Cancellation:** Dubbo Christian School reserves the right to cancel the hirer's booking or function at any time.
- 2.17 **Unforeseen Circumstances:** While every effort will be made to provide the agreed facilities and equipment, Dubbo Christian School will not be responsible for unforeseen circumstances beyond our control that prevent the intended use of booked facilities.

The continuation of the hiring agreement is subject to the above conditions being met.

This policy was last ratified by the Board in

2011

Related Policies & Procedures	Person Responsible
Building and Facilities Policy	Principal
Maintenance of Facilities Procedures	Business Manager
School Hire Information and Rates Application	Business Manager