

Dubbo Christian School Policy



SCHOOL FACILITIES HIRE POLICY

Date of Last Review	07/08/19
Owner	Business Manager

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

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

2. CONDITIONS OF HIRE

- 2.1 **Applications for Bookings:** All applications for hire must be on the online form provided. Booking confirmation will be by email from the Hall Caretaker.
- 2.2 **Cancellation of Bookings:** Should the need arise to cancel your booking, please alert the School as soon as possible. There will be no charge for booking cancellations.
- 2.3 **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.
- 2.4 **Access:** On school days access to the facilities will not normally be granted before 3.30pm. Access requirements are as follows:
 - Permission to access school areas is only given for areas booked. Areas outside the scope of booking must not be accessed.
 - It is a legal requirement for public areas that signed exit doors must always be kept clear.
 - Booked areas must be locked when not in use. If you unlock an area please lock it again as you leave.
 - Designated disabled parking areas must be fully accessible.
 - Toilets access must not be blocked in any way.
- 2.5 **Event Co-ordinator:** Events requiring access to multiple areas must have an event co-ordinator who is responsible for ensuring this policy is adhered to and who will be the contact person during the event.
- 2.6 **Sale / Use of Liquor:** No liquor shall be sold or consumed on school property during the hire of the facilities.
- 2.7 **Gambling:** No gambling or games of chance.
- 2.8 **Smoking:** All facilities and grounds are "NON-SMOKING" areas.
- 2.9 **Sub-Letting:** The hirer shall not sub-let the facilities or any part thereof.
- 2.10 **Noise:** The hirer shall be responsible to ensure that no excessive noise is made during the hiring which would disturb neighbours.

2.11 **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. 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.

2.12 **Animals:** Animals are not allowed on school premises without permission from the Principal or Business Manager.

2.13 **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.

2.14 **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.

2.15 **Insurance:** Hirers are required to have their own policy for Public Liability to at least the value of \$10 million.

2.16 **Lighting, Sound and Other Specialist Equipment** (including operating the Orchestra Platform and Tiered Seating): Use of the Hall's equipment 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.

2.17 **School Property:** No items of school property may be moved from the facility or between rooms without the permission of the Principal or his representative.

2.18 **Locking Up:** The school will be responsible for locking up at end of each day.

2.19 **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 inconsistent with the Christian values of the school.

2.20 **Cancellation:** Dubbo Christian School reserves the right to cancel the hirer's booking or function at any time.

2.21 **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.

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