FACILITIES HIRE - APPLICATION FORM

Name of Organisation	
ABN	
Not for Profit Number	
Business Address	
Contact Person	
Email	
Mobile	

BOOKING DETAILS

Type of event or main use: _____

If this is a conference, seminar, workshop, concert or similar event, please include a copy of the program.

Expected number of people attending: _____

Date of Event/s	Start Time (include set up)	Finish Time (include pack up)	Overnight Stay

PUBLIC LIABILITY INSURANCE DETAILS

Current Certificate of Currency attached	
Event program attached (if applicable)	

PLEASE TICK REQUIREMENTS

Facility	Please Circle	Date Required (check)	Date Required (check)	Date Required (check)
Gymnasium Court 1	*Netball/Basketball*			
Gymnasium Court 2	*Netball/Basketball*			
Audio Visual (Basic)	*Included in Hall Hire*			
Main Hall (seats 600)	*Lectern on Floor/Stage*			
Stage Area	*Lectern on Floor/Stage*			
Stage Platforms				
Classroom/Dressing Rooms				
Gallery (seats 185)				
Kitchen				
Trestle Tables				
Coffee Urn/s				
Cricket Nets/Oval				
Carpark				

Notes and any other required information:

_____

_____

DECLARATION

I declare that I have read and understood the conditions of hire as per the School Facilities Hire Policy.
I agree to accept and abide by these conditions and acknowledge that they form part of the School Facilities Hire application.

Name: _____ **Signature:** _____

Position: _____ **Date:** _____

Please email the completed form and relevant attachments to hire@dubbocs.edu.au

OFFICE USE ONLY	Name	Signature
Key pick up		
Key drop off		

Dubbo Christian School Policy

SCHOOL FACILITIES HIRE POLICY

Date of Last Review	October 2025
Board approval required	No
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:** All applications for hire must be on the online form provided. Booking confirmation will be an email from the Operations Officer.

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 **Catering:** No large-scale catering events are permitted however, light meals and refreshments may be provided to event attendees.

2.6 **Event Co-Ordinator**: Events requiring access to multiples areas must have an event coordinator who is responsible for ensuring this policy is adhered to and who will be the contact person during event.

2.7 **Sale/Use of Liquor/Smoking:** No liquor shall be sold or consumed during the hire of the facilities. All facilities and grounds are “NON-SMOKING” areas.

2.8 **Gambling:** No gambling or games of chance.

2.9 **First Aid:** Provision of equipment and first aid officer is the responsibility of the hirer.

2.10 **Sub-Letting:** The hirer shall not sub-let the facilities or any part thereof.

2.11 **Noise:** The hirer shall be responsible to ensure that no excessive noise is made during the hiring which would disturb neighbours.

2.12 **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.

2.13 **Gymnasium use**: Due to the floor surface no high heel 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 entry. For sport purposes, NO MARKER PENS are to be used on students' extremities to protect the floor surface.

2.14 **Animals**: Animals (unless an assistance animal) are not allowed on school premises without permission from the Principal or Business Manager.

2.15 **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. Appropriate clothing is to be worn.

2.16 **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.

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

2.18 **Lighting and Sound:** Use of the Hall's equipment must only be carried out by operators approved by the Principal or Business Manager (including operating the Orchestra Platform and Tiered Seating).

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

2.20 **Locking Up:** The hirer is responsible for closing/locking doors as per instructions given by Operations Officer. The School will alarm remotely 15 minutes prior to event start and 15 minutes after event finishes.

2.21 **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.

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

2.23 **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