ALL USERS MUST MEET THE FOLLOWING TERMS AND CONDITIONS OF USE

1. All users must complete and submit a separate ‘Hire Application Form’ for approval. This application form can be found on the school website.

2. Approval will be granted in writing.

3. Use of the facilities must be consistent with the agreed ‘Hire Application Form’.

4. The user must present proof of identification: i.e. Drivers Licence or Passport, with application form.

5. All users must undertake a preliminary tour of the facilities, which may include instructions on the operation of alarms. The hirer or their nominee, may be provided with a key. All alarms must be turned off and on as demonstrated. Failure to operate alarms as shown will incur a $200.00 penalty. All keys are to be returned to the Facilities Officer upon cessation of hire agreement. Loss of a key will require the changing of locks and therefore incur a cost of $200.00.

6. All fees, including a bond, as detailed in the ‘Hire Application Form’ must be paid in advance.

7. Hirers will receive an invoice for a deposit of 50% of Hire Fee and 100% of Bond, which must be paid within fourteen (14) days of acceptance of the booking, to confirm the booking. The balance must be paid seven (7) days before the date of function or earlier should the event fall in the school holidays.

8. Long term hirers will be invoiced monthly and all accounts must be paid within seven (7) days. Failure to pay will jeopardise any and all future bookings. If payment is not received within seven days of the due date, the booking is cancelled until receipt of payment. If you are unable to use the facility on your allocated day for any unforeseen circumstances, prior approval must be sought, otherwise you will be invoiced for that day.

9. A cancellation fee of 20% may apply if notice of cancellation is given less than one week prior to booking.

10. A bond is required and if necessary will be used to cover areas such as:
   - Extra cleaning costs incurred.
   - Replacement of missing or broken items.
   - Overtime incurred by staff if the activity continues over the specified time on the application form.
   - Removal of rubbish which has not been disposed of correctly.
   - Call out for Security Guard.
   - Failure to turn off lights, heating, cooling & appliances after use.

11. The bond is fully refundable (where no damages occur) after satisfactory inspection by the Principal or nominee, within twenty-one (21) days of completion of the hire period. Where damage occurs, all or part of the bond may be retained. Additional costs may be sought from the hirer should the bond be insufficient to cover all costs incurred by the school.

12. A photocopy of your current Public Liability Insurance Policy indicating a minimum $5,000,000 coverage must accompany the ‘Hire Application Form’. (Business Entity only)

13. If the Hirer is an unincorporated association or other unincorporated body, the responsibility for the observance of the conditions of hire and liability for meeting the costs and expenses of any damage or other expenses rest with the contact person or persons signing this ‘Hire Application Form’ and in the case of more persons than one, the liability is joint and several.
HIRER’S RESPONSIBILITY

• It is the responsibility of the hirer to leave the Facility in the same condition they found it.
• Hirers use the facilities at own risk – St Andrew’s Catholic Primary School is not liable for any injury.
• The hirer or their nominee must be in attendance at the hired facilities at all times during the hire period
• All hirers are required to tidy up after use. When tidying, ensure that all visible rubbish is placed in the bins provided in the bin enclosure, and toilets are left clean.
• It is the responsibility of the hirer to clean up any spillage and/or make good any damage to fittings.
• All furniture is to be returned to its original position.
• It is the responsibility of the hirer to maintain reasonable behaviour in and immediately around the hired facilities at all times.
• Children must be under supervision at all times.
• The property of the hirer remains their responsibility and any damage incurred is not the responsibility of St Andrew’s Catholic Primary School.
• Users are to report any maintenance and/or faulty equipment to the Principal as soon as practicable.
• All doors are to be locked after use.
• Lights, heating, cooling & appliances must be turned off after use. Failure to do so will incur partial loss of bond.
• All required alarms are to be set prior to leaving the facility.
• To vacate the premises by midnight.

ACCESS TO FACILITY

• The Principal, members of the School Board or any nominees are entitled to access and/or enter any hired facilities at any times during any hire activity or hire period.
• Parking is only permitted in the designated car parks.
• Keys are the responsibility of the contact person named on the ‘Hire Application Form’.
• Lost or missing keys must be reported to the Principal immediately.
• Any group/hirer failing to lock the building and set the alarm (if relevant) will be charged a security call out fee of $200.

MISCONDUCT

• The School reserves the right to cancel a booking due to misconduct or non-compliance with the ‘Hire Application Form’.
• The School reserves the right to contact the Police giving details of the Hirer in the event of a disturbance.
• Serious breach of conditions will lead to permanent exclusion from hiring facilities.

DAMAGES / PROBLEMS

• Any damage to the buildings, fittings, equipment or furniture must be reported immediately. Damage incurred as a result of misuse will result in the person or group paying for the damage.

ALCOHOL & SMOKING

• Smoking is not permitted anywhere on the school premises which includes the Hall and car-parks.
• Alcohol is allowed on certain occasions with permission of the Principal.
• No decorations, fixtures or notices, are to be attached to the walls, floors, stage curtains, window treatments or any part of the buildings, nor shall signs and scenery be erected without the permission of the Principal.
• The School reserves the right to vary the above conditions at any time.
• No stiletto heeled shoes may be worn in the Hall. The floor is a wooden parquet floor and is easily damaged by heels. Any damage resulting in the need to re-sand and re-stain the floor will be at the hirer’s expense.

GENERAL