

GROW West Rolleston Primary School Incorporated

Terms, Conditions of Hire and Agreement for Use Of Facilities at West Rolleston Primary School

*Your responsibilities as the supervising hirer of a facility at West Rolleston Primary School are outlined below. Please ensure you have read and understood all terms and conditions before signing the **Conditions of Use Hire Agreement** for hire of a facility at West Rolleston Primary School at the end of this document.*

FACILITY ALLOCATION/CONFIRMED USE

It is your responsibility to ensure all booking and rental details are correct. If there are no lodged requests for correction, all details will be deemed acceptable.

The hirer will ensure the hired facility does not exceed maximum occupancy safety limits at time of hire.

All fees must be paid upon confirmation of booking covering the full term of the hire period. Please ensure all fees (including Bond) are paid into to the following account:

Account: 12 – 3153 – 0080244 - 00	Account name: GROW West Rolleston Primary School
Payment Reference: GYM---- (add first few characters of your name/org)	

All pre activity set up and close down/clean up must be covered within the period of your hire and must not impact on the next booking. All equipment used by the Hirer must be removed from the West Rolleston Primary School premises after each session. These cannot be stored at the school premises.

Key/Key cards must be returned within 2 working days of the last booked use of the facility or it may impact on the full refund of your Bond.

BOND & DAMAGES: A bond will be charged for hire of the facility set at a rate of **\$250**. This is to cover any incidental damage, in addition to other costs in insurance excess arising from damages not covered by the bond, and non-compliance to the Terms and Conditions of hire. The hirer shall meet any additional cost of rectifying any damage sustained to the premises for duration of hire. The hirer is responsible for any damages caused by any persons attending their activity. The bond will be returned within 5 working days to the Hirer via direct bank deposit after the premises have been checked and there is not damage to the facility; and the key/access card has been returned within the stated timeframe.

CANCELLATION OF BOOKING: 1) Cancellation of a confirmed booking by the hirer must be done in writing (email) and will attract a cancellation fee by lieu of full rental costs if notice of cancellation in writing is provided less than 4 weeks of the one off-event. 2) Refunds for cancellation of a Hirer's confirmed general and long term hire from date of effect and in the midst of the agreed term of booking will not be given. The GROW West Rolleston Primary School Incorporated (GROW WRPS) reserves the right to cancel a confirmed booking in writing (email) without penalty with a minimum of 2 weeks notice or if Terms and Conditions are not met or have been breached by the Hirer.

GYMNASIUM FLOOR: Any liquids and water spills must be wiped up as soon as possible. Please note marking soled shoes, stiletto or sharp heels are **not** to be worn in the gymnasium; skateboards, scooters or bikes are not to be used inside the facility. Tables and chairs are currently not available within the premises. Additional tables and seating requirements for the Gym must be discussed with GROW West Rolleston Primary School Incorporated (GROW WRPS) prior to booking confirmation.

HEALTH & SAFETY and EMERGENCY EVACUATIONS: The Hirer undertakes to read and understand building evacuation procedures as displayed within the hire facility, and in the event of a fire or emergency to act as Fire Warden. This includes supervising and ensuring an efficient evacuation of the hired premises during the term of your hire. The hirer is to provide their own First Aid kit to service their own group's needs.

PUBLIC LIABILITY: All hirers should have public liability insurance for the term of hire.

The hirer indemnifies GROW West Rolleston Primary School Incorporated (GROW WRPS) from all actions, suits, proceedings, claims, and demands which may be made or brought against West Rolleston Primary School including legal fees and costs incurred by reason of the permission granted to the hirer, and including, neglect or default of the hirer's guests, agents, employees or sub-contractors for which the hirer is legally liable.

SMOKE FREE ENVIRONMENT In accordance to the values of the West Rolleston Primary School, smoking is not permitted on premises. Smoke generating equipment is also not permitted on the school grounds.

ALCOHOL: Alcohol is not permitted on the West Rolleston Primary School property unless by prior arrangement with GROW West Rolleston Primary School Incorporated (GROW WRPS).

CLEANING & RUBBISH: Remove all rubbish from the premises after each period of use. If the Kitchen facilities are used, please ensure all crockery/utensils have been washed, wiped and returned to their designated area and kitchen towels hung neatly and all appliances and lights have been switched off.

SECURITY

Please ensure re-secure all locked doors upon exiting the building. In event of a security issue (alarm codes and access to building), please contact the nominated GROW West Rolleston Primary School Incorporated (GROW WRPS) Facilities Officer.

If an occasion of personal wellbeing is at stake, please contact the Emergency line on phone **111**.

Reminder: Key/Key cards must be returned within 2 working days of the last booked use of the facility or it may impact on the full refund of your Bond.

GROW West Rolleston Primary School Incorporated

CONDITIONS OF USE AGREEMENT HIRE - FACILITIES

Hirer to complete, sign and return this form within 5 working days of acknowledged availability to:

GROW West Rolleston Primary School Incorporated, c/o 327 Dunns Crossing Road, Rolleston, 7677

Or email a signed scanned copy to GROWWRPS.Hire@gmail.com

Name (Hirer): _____

Organisation/Company: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

Date Start: _____ Date End: _____

Hired Facility: Hall/Gymnasium

Hirer to provide bank account details below to facilitate return of Bond after return of premise's key/key card and final inspection of premises after event.

Account Number:

I, the Hirer, have read, understood and agree with the conditions of use and hire of the facilities at West Rolleston Primary School and acknowledge my responsibilities and conditions outlined in this document.

Name (printed): _____ Date: _____

Signature: _____

ADMINISTRATION ONLY

Date Received: _____ Administration/Facilities Person: _____

Organisation/Company Verification: _____

Booking and Agreement approved by GROW WRPS: _____

*Conditions (if applicable): _____

Total Hire amount due (incl Bond of \$250): _____ Payment in full :

Payment Receipt number/reference: _____

Premises checked by (Facilities Person): _____

Bond refunded (Facilities): _____ Date: _____