



Warragul North Primary School

APPLICATION FOR HIRE OF SCHOOL FACILITIES

(To Be Read in Conjunction with Conditions of Hire)

I hereby apply on behalf of
(Full Name or Organisation)
for the use of the Warragul North Primary School Facility.

Full name:

Address:

Contact number :

Office held in organisation

Facility required:

Day and date/s required:

I wish to apply to have access to the building from to
(Times must include preparation and vacating periods.)

Proposed activity : (e.g. meeting, sport)

Public Liability Insurance Cover : Policy No.

Cost of Rental : \$..... per hour

Security arrangements / Key details:

HIRE OF W.N.P.S. FACILITIES AGREEMENT

I have read the Conditions of Hire and do hereby agree, on behalf of the organisation represented, to be bound to the conditions contained therein :

Name of Organisation:
.....

Principal's Name:
.....

Applicant's Name:
.....

Signature:

Signature:

Date :

Date :



Warragul North Primary School Council

FACILITY HIRE

CONDITIONS OF HIRE

This document is to be issued with every application form for the hire of the Warragul North Primary School Facilities.

The Warragul North Primary School Council and the Principal (i.e. the School Principal or his/her nominated representative) are directly responsible for the school facilities.

1. APPLICATION :

Each application must be made to the Principal. Such applications must be made on the required form, signed by the applicant, stating the purpose, hours the facilities required and containing the applicant's undertaking to comply with the Conditions of Hire.

Where an application is made on behalf of an organisation or body of persons, the applicant shall state the name of the organisation and the authority of the applicant for making such application.

2. RENTAL FEES :

The rental as determined by the School Council shall be paid within 7 days of receiving an account. These invoices are issued at the end of each term.

The fee is currently set at \$20.00 per hour.

Non Profit Community Groups, with Public Liability Insurance, to negotiate with Principal.

3. INSURANCE :

It is the responsibility of the organisation hiring the facilities to arrange insurance cover for theft or damage of the effects of their organisation occurring during their occupancy of the buildings. Evidence of this cover shall be presented to the Principal.

The hirer shall show proof of Public Liability cover.

4. DAMAGE :

The floors, walls, curtains, or any other part of the buildings or any fittings or furniture shall not be broken, pierced by nails or screws or in any such manner of any other way damaged, and no notice, sign, advertisement, scenery, fittings or decorations of any kind shall be erected in the building or attached to or affixed to the walls, doors or any other portion of the buildings, fittings, or furniture without prior consent of the Principal. Any extra insurance premium rendered necessary in such cases must be paid by the hirer.

If such damage is caused the hirer upon request shall forthwith pay to the Principal the cost of repairing the damage.

5. SEATING :

The hirer may with the permission of the Principal, and under direction of the attendant, vary the arrangement of the seats in the facility provided that they are arranged in conformity with the Public Health Regulations and returned to original layout.

6. LIMIT OF HIRING :

The hirer shall only be entitled to use the particular part or parts of the buildings hired, and the School Council reserves the right to let any other portion of the building for any other purpose at the same time.

7. REFUSAL TO LET :

It shall be at the discretion of the Principal to refuse to let the facility in any case ; and notwithstanding that the facility may have been let or that these conditions may have been accepted and signed, and the rent paid, the Principal shall have full power if he/she sees fit to cancel such letting and direct the return of the rent so paid and the hirer hereby agrees in such cases to accept the same and to be held to have agreed to such cancellation and to have no claim at law or in equity for any loss or damage in consequence thereof.

8. SCHOOL FUNCTIONS :

The Principal shall be empowered to cancel any booking made for the facility when the same is required for school functions, and notwithstanding that the facility may have been left or that these conditions may have been accepted and signed and the rent paid , the principal may direct the return of the rent so paid and the hirer agrees in such case to accepting same and to be held to have agreed to such cancellation, and to have no claim at law or inequity for any loss or damage in consequence thereof.

9. SMOKING AND DRUGS OF ADDICTION :

- a. Smoking is not permitted in any area of the school grounds or buildings.
- b. The smoking, taking, possession or distribution of any drug of addiction as defined in the poisons Act for the State of Victoria is prohibited.

10. AMENITIES AND EQUIPMENT :

- (a) Hirers of the Gymnasium must ensure that hard-soled shoes are at no time worn in the building for sporting activities.
- (b) That the playing shoes must be carried into the Gymnasium. The only shoes that shall be worn are white soled sports shoes.
- (c) If any damage, stains or other marks to the floor occur as a result of clauses (a) and/or (b) being violated , the hirer shall be liable for all repairs.
- (d) Any damage caused by the hirer to the walls of the Gymnasium, either internal or external, and at any height, the roof, the lights, the electrical fittings or to the floor for reasons other than (a) and (b) above shall render the hirer liable to pay for all repairs.
- (e) The hirer shall in no way hold responsible the School Council, the Principal nor their servants for any injury received as the result of any activity carried out in the Gymnasium. It shall be the responsibility of the hirer to ascertain that the Gymnasium is suitable for his/her requirements and to take out the appropriate insurance cover.

11. GAMBLING :

Without written permission of the Principal, no game of chance at which either directly or indirectly money is passed as a prize shall be conducted.

12. SUB-LETTING :

No portion of the building hired shall be sub-let or any tenancy transferred or assigned without the written consent of the Principal.

13. ELECTRICAL APPLIANCES :

No electrical appliance, e.g. irons, radiators, amplifiers, curling tongs, hot water urns etc. shall be brought into the facility, nor shall the hirer permit such appliances to be connected to power outlets to be used without the written consent of the Principal. Appliances used in contravention of this clause are liable to immediate confiscation.

14. OBSTRUCTIONS :

The hirer shall comply in every respect with regulations under the Health Acts with regard to public buildings for the prevention of overcrowding, obstruction of gangways, passages, corridors or any other part of the buildings. Any person causing an offence against such regulations shall be removed from the buildings.

15. THEFT :

Neither the School Council, the Principal nor their servants shall be liable for any loss or damage sustained by the hirer, or any person, firm or corporation entrusted to or supplying any article or thing to the hirer by reason of such article or thing being lost, damaged or stolen. The hirer hereby indemnifies the School Council or the Principal and their servants, against any claim by any such person, firm or corporation in respect of such article or thing.

17. BREACHES :

Any person committing a breach of any one or more of these conditions is liable to be expelled from the buildings, although he/she may have paid for admission. In the event of damage being caused by a breach of these conditions, the amount of such damage shall be paid within seven days of the issue of an account.