



## Board of Trustees Guidelines - Use of Clearview Primary Facilities

### GENERAL

1. All enquires should be made through the school office (8.30 am – 3.30 pm).
2. Clearview Primary will have priority at all times. Every effort will be made to give reasonable notice of any change to regular bookings and to assist with alternative arrangements if possible.
3. Keys will be issued and signed out from the school office during school hours and are to be returned and signed in at the end of the hire period. A staff member will instruct you on the alarm system and give any further information as required.
4. The school and grounds is a “Smoke Free” zone – NO SMOKING IS PERMITTED.
5. No alcohol is permitted.
6. Parking of cars must only be on hard surfaces in approved parking areas
7. Additional equipment use is by prior arrangement only (eg trestles, sports equipment, sound equipment etc) and may be subject to an additional fee.
8. Both parties (Board/Hirer) are to give four weeks notice when terminating hire.
9. The Property Manager will walk through prior to and after use. Hirers will be informed within 24 hours should any damage occur
10. A \$150.00 call out fee will be charged to the hirer if our Property Manager is called out due to the hirer’s negligence.
11. Unauthorised people are not allowed on the school site.
12. Alarms being set are the responsibility of the Hirer. Any call out charge will be the responsibility of the Hirer.
13. Minor damage will be the responsibility of the hirer and must be paid within 30 days.
14. If major damage occurs requiring an insurance claim the hirer will be liable to pay the excess.
15. Any member of the Clearview Board of Trustees shall have the right of access to all parts of the premises at all times for the purpose of inspection only.
16. Hirers will be liable should damage occur to the floor. No stiletto type shoe heels are to be worn and furniture must be lifted across the hall floor, not dragged.
17. Kitchen facilities in the hall are available for hire if required. The cleaning of the kitchen area including bench tops and appliances and floors must be completed to a high standard (how it was found).
18. Staples, tacks, nails or other devices damaging to surfaces must not be used in the erection of displays. Any existing displays must not be interfered with. If damage occurs you will be liable.

### CONDITIONS OF HIRE

The hirer will be responsible for the following:

- Opening and locking up/setting alarms
- Checking all exit routes to ensure they are clear of obstructions
- Making any necessary provisions to ensure that disabled persons can be evacuated
- Furniture must be presented in their original position at the end of your event
- Removing all rubbish from the school premises
- Ensuring lights, heaters and power switches are turned off
- Ensuring all windows and doors secured
- Using the facility responsibly and leaving it in a clean and tidy condition – commercial cleaning charges may apply if it is necessary to clean the hall.

## BOND

1. Payment of a negotiated bond of up to \$500 for regular hire will be required before obtaining a key.
2. The hire will be terminated and the bond forfeited under the following circumstances: -
  - If smoking occurs
  - If alcohol is consumed
  - If possession of a key and/or alarm security number or property is abused
  - Non-payment of the cost of any repairs within 30 days of damage
  - If any equipment is used without permission
  - If the facility is not left clean and tidy, locked and alarmed
  - Any unauthorised people were on the school site
3. The negotiated bond will be returned subject to the final inspection and return of the key.

## CHARGES

- Are negotiable if facilities are being used for longer periods
- Are reviewable annually
- Failure to pay the account will incur penalty charges of 2.5% per month and debt collection costs will be added.
- The use of equipment (trestles, sports equipment, sound equipment etc) may incur an additional charge and is subject to prior arrangement
- GST receipts available on request
- Regular hall hirers will be invoiced at the end of each month
- Casual hirers will be required to pay in advance by direct credit

ONE OFF HIRE		
Hall	\$75	per hour incl. GST
Community Room (CR)	\$35	per hour incl. GST

REGULAR HIRE		
	1 - 2 hours	2 hours +
1 day	\$50 Hall/\$25 CR per week	\$100 Hall/\$50 CR per week
2 days	\$50 Hall/\$25 CR per week	\$100 Hall/\$50 CR per week
3 days	\$60 Hall/\$30 CR per week	\$120 Hall/\$60 CR per week
4 days	\$80 Hall/\$40 CR per week	\$160 Hall/\$80 CR per week
5 days	\$100 Hall/\$50 CR per week	\$200 Hall/\$100 CR per week

Signed: ["the Licensee"] \_\_\_\_\_ Date: \_\_\_\_\_