



Perth Waldorf School

Community Hire of School Facilities Policy

CONTENTS

	PAGE
1. POLICY STATEMENT	4
2. POLICY PARAMETERS	4
3. HIRE FEES	4
4. RESPONSIBLE OFFICERS	5
5. APPLICATION PROCEDURE	5
6. CONDITIONS OF USE	6
7. ADDITIONAL CONDITIONS OF USE - CANTEEN	7
APPENDIX A: ROOM BOOKING SHEET	8
APPENDIX B: FACILITY HIRE APPLICATION FORM	9

1. Policy Statement

The school has facilities including the hall, canteen and library which when not in use for school activities may be hired out to members of the community in accordance with the following parameters.

2. Policy Parameters

- a) Facilities may be hired only when available after school hours, public holidays, and school holidays.
- b) The hall will only be hired to persons and organisations subject to the **'conditions of hire'** in clause 6 below.
- c) The hall will only be hired for activities that are consistent with the schools philosophy and principles and with the approval of the School Administrator and Hall/Theatre Manager.
- d) Alcohol may not be brought on to or consumed in the grounds of the school or its buildings.
- e) Smoking and/or the use of illegal substances are strictly not permitted on any part of the school grounds in any buildings.
- f) The facilities are to be left as they were found by the hirer.
- g) Where facilities are not left as they were found costs so incurred by the school will be deducted from the bond.

3. Hire Fees

Facility	Fee
Hall	\$300 per calendar day or as agreed and noted by Hall/Theatre Manager;
Canteen	\$200 per calendar day or as agreed and noted by Hall/Theatre Manager;
Library	\$150 per calendar day or as agreed and noted by Hall/Theatre Manager;
Deposit	\$50 per use (non-refundable with booking cancellation)
Bond	\$500 – will be refunded following satisfactory assessment of venue following the hire period. Money will take up to 7 days to be refunded.
Payment Method	Cheques can be made payable to Perth Waldorf School or payment may be made by eftpos at the School reception.

4. Responsible Officers

Responsible Officer	Contact in 2016
Facilities Hire Coordinator	Joy Ray or Ashley Baker
Hall / Theatre Manager	Sarah Boyle
Canteen Manager	Megan Harry
Reception	Melanie Ellis

5. Application Procedure

1. Applicant obtains Room Booking Sheet from the School Reception, completes and submits to the Facilities Hire Coordinator and collects this policy with relevant information –
 - Conditions of Hire
 - Procedures
 - Facility Hire Application Form to complete for meeting with Hall/Theatre Manager.
2. Hall/Theatre Manager will contact applicant to discuss/confirm date and make appointment for meeting - and meeting with Canteen Manager if necessary.
3. Applicant visits the school – meets with Hall/Theatre Manager, submits
 - Facility Hire Application Form,
 - Deposit,
 - Insurance details (if necessary).& discusses the Conditions of Hire and Operational Use Procedures for Hall (& for Canteen, with Canteen Manager) to ensure familiarity with the facilities.
4. Hall/Theatre Manager signs application form as confirmation of booking arrangement.
5. **Payment: make full payment plus bond as per agreement with Hall/Theatre Manager at least two weeks prior to the booking.**

6. Conditions of Hire

- Approval to hire the hall and/or canteen does not confer right of entry to any other part of the school area, the use of school services or other facilities, other than in accordance with the terms of hire of the school facility agreed, or the right of entry onto the school grounds, other than by reasonable approach to the facility hired.
- The Hall/Theatre Manager (or their representative) is, at all times, notwithstanding any hire agreement, entitled to free access to the facilities hired and may take appropriate action against any person not complying with these general conditions, or in any way behaving in an inappropriate manner.
- No approval or endorsement of the hiring body is implied in the acceptance of a fee for the hire of the facilities and, unless agreed in writing, no approval or endorsement by the school should be advertised or implied.
- Cancellation: cancellation of the hire agreement must be made in writing at least 24 hours prior to reserved hire. The deposit amount of \$50 is forfeited upon cancellation of the booking.
- If a new date for facility hire is required, this will be negotiated according to availability. The deposit amount may be transferred from one hire date to a new date in this event.
- Sub-letting of the school facilities is not permitted.
- Hire of Hall and/or Canteen facility includes use of toilets to the south-west of Hall, and plaza area in front of canteen only or as agreed and noted by Hall/Theatre Manager.
- **The maximum capacity of the Hall is 250 persons.**
- The person delegated to be responsible for the hire facility for the duration of the hire session will ensure that all lights, heating, fans etc are switched off after the end of the event, and that all doors, windows and alarm systems are secured upon leaving the venue. The school reserves the right to pass on any costs incurred (eg: security call-out fees) as a result of non-compliance with these conditions.
- It is the hirer's responsibility to have adequate public liability insurance cover and other insurances if necessary - independently of the school. The school takes no responsibility for the property of any hirer, or others, who may place it in any part of the school grounds or buildings.
- No person shall alter or remove any equipment, fitting or furniture without the permission of the Hall/Theatre Manager. The floors, walls or any part of the school must not be written on, decorated, placarded, cut, broken, pierced by nails, screws or other fixings, and hirers are held liable of any damage caused by them or associates.
- Under no circumstances are food and/or drink allowed in the Hall or Library.
- No unprotected naked flames are allowed in the Hall or Library.
- If stage lighting or rear view projector facilities are required, please discuss with the Hall/Theatre Manager at time of booking. If H/T Manager is required onsite for the purposes of Lighting or Projection, an additional fee of \$30/hour is applicable.
- Please discuss with H/T Manager if school costumes or set pieces are required. A hire fee may apply.
- The hirer shall clean and leave the facility in a condition acceptable to the Hall/Theatre Manager.

- All equipment must be returned to its correct position after use. Any cost involved in cleaning or moving equipment to its correct position will be incurred by the hirer (deducted from Bond).
- **Alcohol may not be brought on to or consumed in the grounds of the school or its buildings.**
- **Smoking and/or the use of illegal substances is strictly not permitted on any part of the school grounds in any buildings.**
- The function must conclude by 12.00 midnight and the facility must be cleaned the same night.

6. **Additional Conditions for Use of Canteen**

- Booking of the canteen must be done at least two weeks before the intended date of use – please speak to the Hall/Theatre Manager and the Canteen Manager about this.
- Please organise a float and money collection container as canteen till may not be used for other than daily school canteen business.
- **Stock in the canteen – food, coffee, takeaway packaging..etc - is NOT available for use unless a PRIOR arrangement has been made with the Canteen Manager.**
- One member of the group hiring the canteen must have a Food Safety Alert Certificate (this can be completed online) and additional persons working in the canteen must be made aware and adhere to Food Safety Alert food handling guidelines ie: hair covered/tied back; clean clothes; closed-in shoes; clean hands and regular hand-washing using tap and basin next to stove.
- Please provide your own tea towels, aprons, dishcloths, sharp knives, takeaway packaging.
- If a significant amount of food needs refrigeration, hirer may need to provide own cool room or fridge. Discuss with Canteen Manager.
- Use of coffee machine and dishwasher subject to approval and demonstration by Canteen Manager.
- All breakages must be replaced
- Only cleaning equipment provided by the school to be used.

APPENDIX A

The Perth Waldorf School

ROOM BOOKING SHEET

DATE REQUESTED: _____

ROOM REQUIRED: (please tick)

- Hall
- Library
- Canteen
- Other _____

START TIME: _____

FINISH TIME: _____

PERSON REQUESTING ROOM: _____

PHONE: _____ EMAIL: _____

REASON FOR ROOM USE: _____

OFFICE USE

Received by: _____ Date: _____

Booking Confirmed:

Comments:

APPENDIX B: FACILITY HIRE APPLICATION FORM

This application is not valid beyond 31 December in any year.

Name of Organisation: _____

Name of person representing organisation and overseeing use of the facility by organisation (on the date of booking): _____

Contact details: Mobile: _____ Wk: _____

Email: _____

Purpose of booking: _____

Date and time of booking (indicate if school or public holidays):

Facilities required: Hall _____
Canteen _____
Library _____

Other items required (eg: chairs):

Other equipment being brought to the facility by the hirer:

Cost of hire (following discussion with the Hall/Theatre Manager):

- **Hall: \$300/calendar day;**
- **Canteen: \$200 “**
- **Library: \$150 “**
- **Bond: \$500 – refundable upon satisfactory assessment by Hall/Theatre Manager**
- **Deposit: \$50 - attached to reserve this booking**

- BALANCE (minus Deposit) – as agreed: _____