



Perth Waldorf School

Community Hire of School Facilities Policy and Procedures

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1. Policy Statement

The school has facilities including the Hall, Canteen and Seekers Place which when not in use for school activities may be hired out to members of the community subject to the conditions of hire. The facilities will only be hired for activities that are consistent with the school's philosophy and principles and with the approval of the School Administrator.

2. Hire Fees

Facility	Fee
Hall	\$300 per calendar day
Canteen	\$250 per calendar day
Seekers Place	\$150 per calendar day
Deposit	\$50 per use (non-refundable with booking cancellation) Money will take up to 7 days to be refunded.
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's reception.

3. Responsible Officers

Responsible Officer	Contact in 2019 - Tel: 9417-3638
Facilities Hire Coordinator	Lei Baker
Canteen Manager	Megan Harry
Reception	Melanie Ellis

4. Application Procedure

1. Applicant obtains a facility hire application form from the School's Reception or Facilities Hire Coordinator.
2. **Facilities Hire Coordinator** will contact applicant to discuss/confirm date, provide conditions of hire. Will make appointment for meeting - and meeting with Canteen Manager if necessary.
3. Applicant visits the school – meets with **Facilities Hire Coordinator**
 - Completed facility Hire Application Form.
 - Deposit.
 - Insurance details (if necessary).
 - Discussion of condition of hire and Operational Use Procedures for Hall, Canteen, with Canteen Manager/Community Support.
 - Orientation of hire facility. Shown alarm code and lights etc.
 - A card will be given out with alarm code and emergency contact information.
4. **Facilities Hire Coordinator** signs application form as confirmation of booking arrangement.
5. **Payment: make full payment plus \$500 bond as per agreement with Facilities Hire Coordinator at least two weeks prior to the booking.**

5. Conditions of Use

- **Approval to hire the Hall, Seekers Place 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.**
- **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.
- **The maximum capacity of the Hall is in total 265 persons - main hall 200 and upper balcony 65.**
- 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 permission. 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 Seekers Place.
- No unprotected naked flames are allowed in the Hall or Seekers Place.
- The hirer shall clean and leave the facility in a condition acceptable to Facilities Hire Coordinator.
- 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 of Use - Canteen

- It is a condition of use of the Canteen that a Perth Waldorf School Community Support Officer be assigned to any event where the Canteen is used. This is to facilitate the smooth running of the event in relation to gaining access, (keys/alarms etc) and to provide oversight around food safety and clean-up/exit at the end of the event. The role of Community Support Officer is to ensure the safety of canteen food and equipment, and to make sure the canteen is properly cleaned, packed up and left secure.
- Booking of the canteen must be done at least two weeks before the intended date of use – please speak to the Facilities Hire Coordinator and the Canteen Manager.
- Please organise own float and money collection container as canteen till cannot be used for other than daily school canteen business.
- **Any stock in the canteen - 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/Community Support.
- All breakages must be replaced.
- Only cleaning equipment provided by the school is to be used.

