



**PERTH WALDORF  
SCHOOL**  
Steiner Education

# **Community Hire of School Facilities Policy and Procedures V6.2c**

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<b>COMMUNITY HIRE OF SCHOOL FACILITIES POLICY</b>	
Date first approved:	pre 2014
Date of effect/ approved by Council	March 2022
Date last amended:	April 2024
Date of next review:	January 2025
Compliance interactions: and Internal Policy	Not applicable
Delegated Policy Owner (Custodian)	School Administrator
Procedures and forms:	Attached to policy
Supporting documents:	Not applicable
PWS Website:	Yes
Links:	Not applicable
Legislation:	Not applicable
Circulation:	Pabulum
Feedback:	<a href="mailto:pws@pws.wa.edu.au">pws@pws.wa.edu.au</a>
Review/stakeholders:	Business Coordinator

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### 1. Policy Statement

The school has facilities including the Hall, Canteen, Seekers Place and Galileo which, when not in use for school activities, may be hired out to members of the community subject to the conditions of hire. The school 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
Seeker Place	\$150 per calendar day
Galileo	\$150 per calendar day
School Grounds	\$100 per calendar day
Primary School Toilet Block (when Hall, Seekers Place and/or Canteen are not being hired)	\$50 per calendar day
Deposit	\$50 per use (non-refundable with booking cancellation).
Bond	\$500 – will be refunded following satisfactory assessment of venue and return of keys 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.  Payments may be made by eftpos or cash at the School's reception or via direct debit.  An invoice will be provided by request.

### 3. Responsible Officers

Responsible Officer	Contacts- Telephone: 9417-3638
Facilities Hire Coordinator	Contact Front Office
Canteen	Contact Front Office
Reception	Contact Front Office

#### 4. Application Procedure

- a) Applicant obtains a facility hire application form from the Facilities Hire Coordinator at the school's Reception.
- b) Facilities Hire Coordinator will contact the applicant to discuss/confirm date, provide conditions of hire and will make an appointment for meeting - and meeting with Canteen Manager if necessary.
- c) 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.
- d) Facilities Hire Coordinator signs application form as confirmation of booking arrangement.
- e) 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 Hire

- **Approval to hire the School Grounds, 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, Seekers 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 people. 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 (e.g.: 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 or in the School Grounds.
- The hirer shall clean and leave the facility in a condition acceptable to the Facilities Hire Coordinator.
- All equipment must be returned to its correct position after use. Any costs 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 and/or 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

- 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 the canteen till can not 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 i.e.: 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.

Payment Methods are: Cash/ Direct Debit / Credit Card (we accept VISA & MasterCard)

Cash & Credit Card at Reception.

Online Direct Debit Payment to:

Commonwealth Bank

**Account Name:** Perth Waldorf School

**BSB Number:** 066 000

**Account Number:** 1205 1015

**Reference:** "HIRE-Surname, Initial"



## Facilities Hire Application

### APPENDIX A: FACILITY HIRE APPLICATION FORM

Name of Organisation: \_\_\_\_\_

Name of person using the facilities: \_\_\_\_\_

Contact details: Mobile: \_\_\_\_\_ Wk: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose of booking: \_\_\_\_\_

Date and time of booking \_\_\_\_\_

Facilities required:	Hall	<input type="checkbox"/>
	Canteen	<input type="checkbox"/>
	Galileo	<input type="checkbox"/>
	Seekers Place	<input type="checkbox"/>
	School Grounds and/or toilet block	<input type="checkbox"/>

Other items required (e.g. chairs, trestle, tables, urn):  
 \_\_\_\_\_

Other equipment being brought to the facility by the hirer:  
 \_\_\_\_\_

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Sign Name

\_\_\_\_\_  
 Date

**PLEASE SUBMIT FORM TO THE FACILITIES HIRE COORDINATOR AT RECEPTION.**

Cost of hire

- **Hall: \$300/calendar day**
- **Canteen: \$250 /calendar day**
- **Seekers Place: \$150 /calendar day**
- **Galileo: \$150 /calendar day**
- **School Grounds: \$100 /calendar day**
- **Primary School Toilet Block (ONLY): \$50 /calendar day**
- **Bond: \$500 – refundable upon satisfactory assessment by Facilities Hire Coordinator.**
- **Deposit: \$50 – (non-refundable with booking cancellation)**
- **BALANCE (minus Deposit) – as agreed: \$ \_\_\_\_\_**

#### OFFICE USE

Received by: \_\_\_\_\_

Date: \_\_\_\_\_