

Hauraki Primary School

Policy Document

Community Use Of School Facilities

Rationale:

Hauraki School supports the community use of school facilities.

Purpose:

- To increase the community's awareness of the school's facilities as a community resource.
- By charging hire fees (or donations) where appropriate the school will be better able to be financially independent.
- To promote a sense of community responsibility for the school and its facilities.

Guidelines:

- 1) The Principal /Board of Trustees may approve applications for use of school's resources upon standard terms which s/he considers relevant.
- 2) Areas within the school should be set aside for use whereby the schools programmes/resources will not be interfered with or damaged by outside users of the school's facilities.
- 3) Areas or equipment which is likely to incur damage should not be made available for use by the outside community.
- 4) The Board should decide whether a fee or donation for usage is appropriate.
- 5) Guidelines for hiring of Hall must be adhered to as attached, and according to the fee structure outlined. See Appendices 1 and 2.

Signed: 

Date: 8/11/21

Chairperson of Board of Trustees

Review Date: Term 4, 2024

Appendix 1

General Hire Information Hauraki Hall

1. The application form attached must be completed and approved prior to the Hall being used.
2. A named person must accept full responsibility for hall hire regardless of organisation or otherwise.
3. The hall must be left in a clean and tidy condition. This will mean sweeping or mopping the floor in the case of social functions and for casual hire.
4. The hall hirer must be responsible for any damage to the hall or furniture and fittings.
5. Walls, floors and ceilings are not to be defaced; decorations etc, are to be attached using blutack only.
6. The hirer is responsible for switching off all the lights.
7. The hirer is responsible for unsetting and resetting the alarm. Should extra charges be incurred by security call outs, this will be a cost to the hirer.
8. No alcohol is to be brought onto school premises without prior approval of the Principal and subject to the Liquor Licensing Laws.
9. The Principal, Chairperson of the Board of Trustees, or the authorised agent of either, shall have full authority to exclude or eject any person or persons at any time during the function and to terminate any function.
10. The hirer will be required to pay a bond (in accordance with policy) prior to using the hall.
11. Hireages must be paid monthly in advance.
12. Keys must be returned on the first working day after the event. Lost keys will incur a penalty of \$50.00
13. It is the responsibility of the hirer to remove any rubbish accumulated during the time of hire.
14. Hauraki Primary School is a Smoke Free Zone, therefore smoking is not permitted in school grounds or buildings.
15. In the event of fire, including alarms from smoke detector equipment, the building must be evacuated. One adult to start evacuation and clear out building while a second adult rings 111. ONCE OUT STAY OUT. Assembly point is on the court area.
16. The School is not responsible in any way for the loss or damage to any person or property associated with the HIRER or to any costs incurred by the HIRER. No cover is provided by the school.

Appendix 2

Application for Hire of Hauraki Hall

Name of Hirer: _____ Phone
No: _____

Address of

Hirer: _____

Name of

Organisation/Function: _____

Kitchen Required (Please tick) Yes No

Casual Hirers: (Dates
required) _____

Regular Hirers: (Days
required) _____

Time of Function:
Start _____

Finish: _____

Approximate number of people
attending: _____

Referee:
Name: _____

Address: _____

Phone
Number: _____

Long Term Hire:

(6 months or more)

\$ 40.00 per hour (minimum 2 hours) Day rate negotiable.

Payments: For long term; monthly.
Bond: \$500.00
Lost Key: \$ 50.00
Rate review: The school reserves the right to alter the rates giving 30 days notice.

I, the named hirer, accept full responsibility for the Hauraki Hall Hire and I agree to abide by the regulations for Hall Hire attached.

Signature: _____ **Date:** _____
(Hirer)

Signature _____ **Approved/Declined**
(On Behalf of Hauraki School)