



HIRE OF SCHOOL FACILITIES

GENERAL

- Vehicles must be left in the designated hard-seal park areas, and may not in any circumstances be driven onto or across grassed area.
- The hirer is responsible for seeing that all windows and doors are secured before leaving the premises.
- The hirer is responsible for the maintenance of good order and conduct in all parts of the grounds and buildings in use.
- Hirers will ensure that all litter arising from use is cleared from the grounds before leaving.

HIRE OF HALL

- Decorations to be self-supporting only, eg pot plants. No Sellotape, staples, pins, nails, tacks, screws, writing, painting or other disfigurements to be applied to floor, walls or furniture.
- No interference to existing installations of electrical wiring, or to the switchboard. Lighting shall be operated only by a qualified electrician engaged by the hirer.
- Hirer must remove all litter before 8.30am the following day. If the Hall is not left clean by hirer, a cleaning fee of \$100.00 will be added to the above charges.
- Hire fee covers the use of the main hall, foyer and foyer conveniences.
- The Fire Officer has access at all times and has authority to keep aisles and exits clear.
- Hirer's equipment and hirer's impediments: Private arrangements to be made for reception and custody. To be removed by 8.30am the following day.
- The Property Manager is in complete charge of the Board's property and will exercise any necessary supervision. The hirer is responsible for good order and conduct by users both inside and outside the buildings.
- The hirer accepts responsibility for any damage to school property arising from their use of the Hall.
- Liquor and the consumption of food is not permitted.
- As the school as a **NO SMOKING POLICY**, no smoking is allowed within buildings on campus.
- No petrol, explosives or fireworks permitted.
- Use of the piano only by prior arrangement. Hirer may be required to pay for retuning by a tuner of the Board's choice.

HIRE OF GYMNASIUM

- **NO STREET SHOES** of any kind are to be worn in the Gymnasium at any time. White soled sandals or gym shoes only allowed.
- Equipment in the store is not to be used.
- Dressing rooms are to be left in a clean and tidy condition.
- The hirer will be responsible for any damage which may occur.
- Sub-letting is not permitted.
- The hirer takes all risk for both property and claims for accident, injury or damages arising from his own negligence.
- Liquor and the consumption of food are not permitted.
- As the school has a **NO SMOKING POLICY**, no smoking is allowed within building on campus.
- Petrol, explosives or fireworks are not permitted.

HIRE OF MARAE

- **NO STREET SHOES** of any kind are to be worn in the Marae at any time.
- Hirer must remove all litter. If the Marae is not left clean by hirer, a cleaning fee of \$100.00 will be added to the charges.
- Sub-letting is not permitted.
- The hirer will be responsible for any damage which may occur.
- The hirer takes all risk for both property and claims for accident, injury or damages arising from his own negligence.
- Liquor IS not permitted
- The consumption of food is not permitted in the Marae.
- As the school has a **NO SMOKING POLICY**, no smoking is allowed within building on campus.
- Petrol, explosives or fireworks are not permitted.

RULES CONCERNING RIGHTS OF BOARD OF TRUSTEES

- The Board reserves the right of entry to any building at any time during any engagement for the purpose of inspection.
- The Principal or her appointee, and electrician shall have access at any time during the tenancy.
- The Board may at its discretion, reserve the right to alter any charge or condition without notice.
- The Board disclaims any responsibility for any damage to the hirer's property.