



# RANDWICK PARK SCHOOL

## *Growing and Learning Together*

### HALL HIRE POLICY

#### **RATIONALE:**

The Hall is a community resource and will be used to promote and enhance the community socially, culturally and aesthetically.

#### **PURPOSE:**

To maximise the use of the facility as a community resource.

#### **GUIDELINES:**

1. The day to day management of the Hall is to be managed by the School Principal and the Administration Officer.
2. Regular users of the Hall:
  - Will sign an agreement and an account will be sent out as stipulated in the contract documentation.
  - Will inform the school of any changes of personnel responsible for hireage.
  - Will be responsible for Hall security.
  - Will be responsible to leave the Hall, toilets and canteen in a clean state after use.
  - Will not permit alcohol to be consumed.
  - Will enforce the no smoking on School grounds policy.
  - Will report any damage to the School Administration Officer.

Short Term users of the Hall:

  - Sign a hire agreement when paying bond/hireage
  - Pay a bond as stipulated in the contract.
  - Will be responsible to leave the Hall, toilets and canteen in a clean state after use.
  - Will not permit alcohol to be consumed.
  - Will enforce the no smoking on School grounds policy.
3. The School Administration Officer will be responsible for:
  - Taking all bookings.
  - Collecting monies for hall hireage.

- Repay bond as per contract agreement.
4. The School will take responsibility for:
- Unlocking the hall.
  - Checking the hall and amenities after use and locking the hall, advising the Administration Office if the hall is not left in the condition it was upon arrival.

Signed: \_\_\_\_\_  
Principal

Dated:

Signed: \_\_\_\_\_  
BoT Chairperson

Dated:

Reviewed: