



**DARFIELD HIGH SCHOOL**

# Hire of School Facilities

It is the policy of the school to make its facilities available for the benefit of the community whenever the facilities are not required by students.

The school expects any group hiring facilities to be responsible and co-operative users.

## General Conditions

### Applications

- The Darfield High School Board of Trustees is the final authority for approval of applications.
- An application form must be received in the School Office at least three days in advance of every booking.
- Regular users need to re-apply each season/year.
- Changes during the period applied for must be made in writing to the Office.

### Use of Facilities

- ***Alcohol is not permitted*** on the premises unless it is specifically authorised by the Board of Trustees or Principal.
- Use is restricted to the times arranged and to the facilities and equipment arranged.
- Generally, users should be in only that part of the school that is being hired.
- The hiring group takes responsibility for its members while in the school grounds.
- Special rules for areas within the school must be observed, eg the Gymnasium.
- No sub-letting is allowed.
- No alterations, decorations, pinning up notices, marking floors, etc are allowed without prior discussion with the school.
- Occasionally, it may be necessary to cancel a booking because a school need arises. In such a case, maximum notice will be given. The school does reserve the right to priority use.

## **Payment**

- Single use payment is due on application.
- For longer term users, payment is due after the final use – however, payments should be made at least once per term.

## **Security**

- Keys may be issued by special arrangement with the caretaker, otherwise buildings will be unlocked and locked by the caretaker.
- Under no circumstances should keys be loaned or copied.
- If keys are lost, there will be a replacement fee.
- Before leaving, please ensure:
  - all lights are turned off
  - any other equipment you may have used is turned off
  - windows and doors are closed and locked
  - all clothing and your equipment is removed
  - all equipment is returned and left as found

## **Damage**

Any damage/problem which you become aware of should be reported to the Caretaker or the School Office. Damage or breakages caused by your group must be reported as soon as possible, and the hiring group is responsible for any costs incurred by repair or replacement. Use that might lead to damage or fire, etc is not permitted.

## **Parking**

Parking is allowed only in marked car parks. Care must always be taken to ensure access ways are not blocked. The gates are locked from 5.00 pm Friday until 8.00 am Monday.

## **Heating**

Heating needs to be requested at the time of booking the facility. Free-standing heaters are not permitted in any Ministry of Education buildings. Heaters, therefore, may not be brought into the school.

## **Cleaning**

Facilities should always be left clean and tidy. Before leaving, please ensure the area you have used is clean and tidy. The Hall and Gymnasium are to be swept or washed where necessary. A cleaning fee may be charged.

## **Caretaker**

In emergency the Caretaker may be contacted. However, after hours we ask, as a matter of courtesy, that you avoid this whenever possible.

## **Gymnasium**

There are two Gymnasiums. You will have access only to the Gym you specify at the time of booking. If you require both, they need to be booked as separate spaces.

In addition to the general notes, please observe the following procedures in relation to the use of the Gym:

- the hours booked are from unlock to lock-up.
- the Gymnasium rules are written above the Gym door and must be complied with: only appropriate rubber-soled footwear; no food or drink; no smoking.
- only the general area of the Gym and the equipment requested on application may be used.
- equipment must be lifted when moved and left in the correct place.
- because of grit damage to the main floor, users are asked to be strict about footwear in the Gym.
- the Gym is to be swept after use and rubbish placed in the outside drum. If showers are used, they must be left clean.

## SCHEDULE OF CHARGES

### Note:

- all costs include GST, which we are required to pay
- no charge for use by Contributing Primary Schools (unless heating is required)

### Facilities

Hall (per ½ day or evening).....	\$100.00
Hall Kitchen (per session).....	\$25.00
Cutlery & Crockery – Hire by arrangement	
Gymnasium (per hour, not incl. equipment) .....	\$30.00
Climbing Wall by special arrangement (equipment extra)	Price on application
Drama Room (per day, lighting extra) .....	\$60.00
Library (up to ½ day or evening) .....	\$30.00
Health Room (G3) .....	\$30.00
Video Conference Room – by special arrangement (equipment extra)	\$30.00
General Classroom (per ½ day or evening) .....	\$25.00
Music Room (up to ½ day or evening) .....	\$25.00
Music Practice Rooms (per ½ day or evening) .....	\$10.00
Tennis Courts (per ½ day for 3 courts) .....	\$20.00
Grounds (per ½ day per field) .....	\$15.00
Kiln (per firing) .....	\$50.00
Käkapötahi (H2) – by special arrangement .....	\$30.00

### Heating

- |  |          |
|--|----------|
| • central heating when boiler is going ..... | \$30.00  |
| • if boiler is specially fired .....         | \$140.00 |

### Equipment

Stage Lighting – by special arrangement	Price on application
(charge for replacement bulbs) .....	\$45.00
Data Projector (per ½ day) .....	\$15.00
Internet Connection	Price on application

### Other Services

Overnight Use – by special arrangement	
Cleaning – if extra cleaning required .....	\$40.00

# APPLICATION FOR USE OF SCHOOL FACILITIES

An application form must be received in the School Office for each use of School Facilities.

Date of use \_\_\_\_\_ Phone \_\_\_\_\_

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

Person making application \_\_\_\_\_

Office held \_\_\_\_\_ Phone Contact \_\_\_\_\_

Name of Person Responsible at Time of Hire \_\_\_\_\_

Address \_\_\_\_\_

Purpose of use \_\_\_\_\_

Hours of use: Start \_\_\_\_\_

Finish \_\_\_\_\_

Heating Required (please circle)    YES        NO

Signature of Applicant \_\_\_\_\_

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(to be completed by Office Staff)

Agreed Charges

Key Issued \_\_\_\_                      Key Number

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*Staff use out of school hours – please fill in this form.*

**FACILITIES REQUESTED** (please tick appropriate boxes)

- |  |  |
|--|--|
| <input type="checkbox"/> General Classroom     | <input type="checkbox"/> Hall                |
| <input type="checkbox"/> Gymnasium 1           | <input type="checkbox"/> Hall Kitchen        |
| <input type="checkbox"/> Gymnasium 2           | <input type="checkbox"/> Library             |
| <input type="checkbox"/> Tennis Courts         | <input type="checkbox"/> Drama Room          |
| <input type="checkbox"/> Grounds Access        | <input type="checkbox"/> Health Room         |
| <input type="checkbox"/> Changing Block        | <input type="checkbox"/> Music Room          |
| <input type="checkbox"/> Video Conference Room | <input type="checkbox"/> Music Practice Room |

**Additional Requirements**

**Hall**

Please note that both the stage lighting and sound system may be used only by special request and must be operated by a school-approved operator.

- Seating       Piano       Tables

**Hall Kitchen**

Kitchenware

- \_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_

**Gymnasium** – some equipment may be hired by special arrangement.

- Video Conferencing Room** – VC facilities by request

- Music Room**      Piano  \_\_\_\_\_  
other  \_\_\_\_\_

- Health Room (G3)**  
Audio Visual facilities by request