

## **PROCEDURE 4a.2:** **HALL USER GUIDELINES and AGREEMENT**



**RUAHINE SCHOOL**

The Best I Can Do, The Best I Can Be

Tū māia au ki te mahi, tū rangatira au ki te ao

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### **INTRODUCTION**

Ruahine School has its own hall which is available for appropriate use by the community. It may be hired, providing the Hall User agrees to the conditions set out by the Board of Trustees and signs this agreement and the Licence to Occupy form.

Ruahine School endeavours to ensure the school hall is well maintained, correct safety procedures are followed, and that students and the community have access to a safe, useful and enjoyable resource.

### **GUIDELINES**

The term 'Hall User' applies to the organisation or group using the hall. It is a condition of this agreement that the Hall User delegate a person/s to be responsible for the execution and fulfilment of this agreement by the Hall User.

### **HALL USER OBLIGATIONS**

#### **1. Hours of Use**

Hall User may not enter the hall until the time booked and all functions must end at the completion of the booked period. The booking period must include setting up and cleaning of the venue. The hall may only be booked outside of school hours unless special permission is given by the Board of Trustees.

#### **2. Cleaning and rubbish removal**

Hall Users are responsible for leaving the hall in the same state it was before the usage period. Chairs / benches and tables must be left clean and returned to their original location.

Packing up and cleaning of the venue is to be completed within the booked period. All rubbish must be removed from the venue and school grounds.

Hall Users are required to supply their own tea towels, dishcloths and rubbish bags, and to remove all rubbish from the school premises. Only the broom provided is to be used on the floor surface. Any spills to the floor must be wiped up with a damp cloth or with the "wet mop" provided. Do not use any cleaning fluids on the hall floor surface. A broom is provided for sweeping the hall floor.

#### **3. School toilets**

The school toilets are available for Hall User use. At the completion of the function the toilets, hand-basins and floor must be thoroughly cleaned, the lights turned off and the doors left closed.

#### **4. Health & Safety**

As part of this Agreement the Hall User accepts responsibilities to meet evacuation plans, health and safety responsibilities, and to act as the Hall Warden.

#### **5. Fire Safety**

Fire exits must be kept clear of furniture, bags, shoes & clothing at all times. Every Hall User is required to be familiar with the procedure for evacuation of the facility in case of fire, and for following instructions of the appointed fire warden. This procedure is clearly listed on the wall beside the fire exits. The appointed fire warden must ensure that all exits are checked twice during the hire period - once on entering the facility, and once during the course of the function. In case of fire, evacuate the facility immediately and notify the Fire Brigade by phoning 111.

#### **6. Supervision of Children**

Children are to be supervised at all times, including in bathrooms, car park and playground. Ruahine School Board of Trustees takes no responsibility for any damage to persons or belongings before, during or after hall usage.

#### **7. Alcohol**

Alcohol is prohibited on school grounds during normal school hours and/or when children are present at any event on school grounds.

Alcohol is only to be permitted if agreed to by the Board of Trustees or the Principal when signing this agreement. Once a decision is made there will be no exceptions.

Pertaining to this Agreement the Hall User agrees to comply with all legal and licensing requirements for the sale and consumption of alcohol while on school grounds.

## 8. Prohibited

The following are prohibited;

- Smoking
- Chewing Gum
- Items are not to be dragged across the hall floor. All chairs, tables and other equipment must be lifted
- No skateboards or wheels inside the hall

## 10. Projector & Sound System

The school projector and sound system is not available to Hall Users. The School may remove the sound system from the hall if necessary.

## 11. Security

The Hall User is responsible for securing the facility upon completion of the event. This includes ensuring that;

- All lights, heaters, stoves and electrical appliances are turned off.
- Windows and doors are closed and locked.
- The key is returned

## DONATION / KOHA

The hall user is required to **pay a donation/koha** to the Ruahine School Board of Trustees for use of the hall. This excludes the Ruahine PFK (School Parents for Kids) group, Board of Trustee or staff members organising an event.

## BOND

**Te Rehunga Hall hire rates on notes and below.**

## LOSS OR DAMAGE

Ruahine School accepts no responsibility for loss or damage to any property of the Hall User or any guest or invitee property which may be brought to the venue, whether within or outside the premises, and does not provide any insurance cover for such property, including cars or property left secured in any storage facility which may be provided.

## BREACH OF TERMS AND CONDITIONS OF HALL USE

Any breach of the hall usage conditions may result in;

- closure of the function
- refusal to accept future bookings

**THIS AGREEMENT forms part of and is dependent upon the Terms and Conditions of the 'Licence to Occupy school premises' document which must be agreed to and signed in conjunction with this agreement.**

The terms of this agreement are accepted and agreed between the Hall User, \_\_\_\_\_, and Ruahine School.

Alcohol will / will not be permitted as decided by the Board of Trustees / Principal. (circle and initial one)

Signed on behalf of the Hall User:

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signed on behalf of Ruahine School:

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Ruahine School Hall updated March 2017, reviewed August 2018*

## References:

[Licence to Occupy School Premises](#)

Gazette Notice published under section 70C of the Education Act 1989

*Ruahine School Hall updated March 2017, reviewed August 2018*

Hi Sarah,

Hall hire rates are:

\$300 for 48 hours

\$100 for daytime meetings

\$50 for am or pm

(There was also talk of a rate of \$250 for a weekend hireage - setup/cleanup within the weekend - not sure if this is set in stone though!)

They also hire out tables for \$10 ea and chairs for \$1 ea.

If these rates change, will let you know!

Regards

Lisa Charmley

Laminated notice about cleaning

Cleaning equipment

\$150 bond

\$20 minimum, \$10 per hour