



Oakleigh Grammar

Policy Document Name	Building, Grounds, & Equipment Hire
Date Ratified by Board of Management	November 2021
Date for Review	September 2024

1. Preamble

At Oakleigh Grammar, our School works together to make others aware of safety requirements for external hirers.

2. Purpose

The purpose of this policy is to facilitate the hiring of the School facilities.

3. Protocols

- i. All applications for use of Oakleigh Grammar facilities and equipment shall be made in writing to the Business Manager of the School.
- ii. The Business Manager or nominated representative:
 - Has the right to cancel or vary any contract involving the hire of facility.
 - Is to have free access at all times.
 - Has absolute authority to deal immediately with any dispute arising from the use of the facilities.
 - Is empowered to negotiate variations to hiring rates at any time.
 - Has power to prevent entry to any undesirable person.
- iii. A deposit of 50% of the hiring fees which will confirm the booking and shall be paid to the Business Manager or their nominated representative at the time of the booking and the balance two weeks before use or as otherwise negotiated. A bond is required to cover any damages caused, and will be refunded to the applicant after keys are returned and no damage has occurred. The School Board shall determine the cost of damages, if any. If the facilities are used before or after the times booked, they will be invoiced for that extra time used.
- iv. The Hirer, guests and users of the School facilities must have Public Liability Cover and a current copy must be provided to the School. This Public Liability coverage must clearly indicate that it either covers multiple addresses/venues or may be specific to the school facilities/premises
- v. The Hirer shall be responsible for the preservation of all School equipment and facilities.
- vi. The Hirer shall be responsible for ensuring that all users and guests are fully vaccinated against Covid-19.
- vii. The Hirer shall:
 - Vacate the facility within the specified time and leave it in a condition satisfactory to the Business-Manager or his representative in the case of building hire, prior to 8.00am on the day following the hire period or prior to any other agreed time shall:

- Remove all decorations and other items installed for the Hirers function and which are not normally part of the School fittings.
- Remove any food scraps and other litter from the School and its surrounds and dispose of any from school property.
- See that caterers and other workers protect the building from stains and damage.
- Be responsible for payment of repairs resulting from any damage to the building, its furniture and fittings or grounds and equipment.
- Make adequate arrangements for the security of the building, fittings, and grounds during the conduct of the event/function. Gates must be secured on leaving school grounds.
- Make written application for any variation of conditions sought at least one clear month prior to the date of hire.
- Leave all facilities securely locked after the function.
- Ensure that no smoking occurs on the School premises or anywhere on the grounds, including outside the Conference Centre.

viii. The Hirer shall not:

- Sublet the facility or any part thereof.
- Attach anything to the walls, floors or any part of the building without the express approval of the Business Manager or delegate.
- Drive nails, or screws or thumb tacks or similar, into the buildings or use adhesive tapes on the walls or floors.
- Allow gambling or disorderly behaviour of any kind on the school property.
- Cause or allow anything to be done which will affect any insurance policies, specifically no naked flame is allowed within the school grounds or buildings without specific permission.
- Allow the use of confetti without permission.
- Make use of the public-address system or kitchen facilities unless authorised by the Business Manager or delegate.
- Allow the playing of any ball games within the buildings except those specifically authorised by the Business Manager.
- Cause or allow any treatment of the floors without written permission from the Business Manager.
- Cause music or other noise to reach a volume sufficient to disturb any nearby residents or other venue hirers.
- No alcohol is allowed to be consumed on the premises, except as expressly allowed in the Hire Agreement.

- ix. The Hirer shall be responsible for directing any sound system operator or musician as to the appropriate volume. *All music and noise will stop at 9.00pm or earlier as agreed between the hirer and the School Representative. Should this matter be ignored and complaints to the school follow, the 'refundable bond' may be forfeited, and the facility will not be made available in the future.*

The School Board of Management regards this matter as most important and wishes to stress the importance of reducing all noise (including cars leaving the grounds and car radios), to a level reasonable to our neighbours.

- x. The School Board of Management reserves the right to refuse hire to any party without stating reasons for doing so.
- xi. Hirers using heater facilities are required to use the services of the School's recommended technician.
- xii. Hirers using air-conditioning/heating are required to switch these off before they depart.

- xiii. Hirers will not build or paint any sets or props on the premises. No sets or props will be nailed or glued to any part of the theatre.
- xiv. All rubbish must be removed off the school grounds by the applicant.

4. Hiring Charges Note

In fixing the amount of Hire fee and the 'refundable bond', consideration will be given to the benefits, if any, of the function for the pupils of this school. Also considered is the frequency of hire and type of activity.

Conference Centre Hire:	Refundable Bond	Available on Application
9Ways Centre:	Rehearsal/Set up	Available on Application
	Performance	Available on Application
	Cleaning after use	Available on Application
Futsal Court	Court Use	Available on Application
Sports Stadium Hire	Refundable Bond	\$500.00 (refundable)
	Sports Stadium use	\$50.00 p/h or as negotiated

5. Hire Agreements to be completed

No facilities of Oakleigh Grammar can be hired until one of the following forms are completed:

- Classroom and Sports Centre Hire Form; or
- Conference Centre 9Ways Hire Form