



DARFIELD HIGH SCHOOL

# **HIRE OF SCHOOL FACILITIES INFORMATION BOOKLET**

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, e.g.: 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**

- Buildings may be unlocked and locked by the caretaker.
- Keys will be issued by the School Office between 3:30pm and 5:00pm on the day of use.
- Under no circumstances should keys be loaned or copied.
- All keys must be returned to the Caretaker's letter box immediately after use.
- 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 of buildings 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 5:00pm Friday until 8:00am 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 only have access 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 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
- for commercial hiring, rates will be increased – as rates listed reflect running costs only, not capital charges
- rates are discounted 25% where use is for a term, a season or the year
- no charge for use by Contributing Primary Schools (unless heating is required)

## Facilities

<b>Hall</b> (per ½ day or evening).....	\$100.00
<b>Hall Kitchen</b> (per session) .....	\$25.00
<b>Cutlery &amp; Crockery</b> – <i>Hire by arrangement</i>	
<b>Gymnasium</b> (per hour).....(student use)	\$20.00
	(adult use) \$30.00
<b>Drama Room</b> (per day, lighting extra) .....	\$60.00
<b>Library</b> (up to ½ day or evening).....	\$30.00
<b>Health Room</b> .....	\$30.00
<b>Video Conference Room</b> – <i>by special arrangement</i> (equipment extra) ....	\$30.00
<b>General Classroom</b> (per ½ day or evening) .....	\$25.00
<b>Music Room</b> (up to ½ day or evening) .....	\$25.00
<b>Music Practice Rooms</b> (per ½ day or evening).....	\$10.00
<b>Tennis Courts</b> (per ½ day for 3 courts) .....	\$20.00
<b>Grounds</b> (per ½ day per field) .....	\$15.00
<b>Kiln</b> (per firing) .....	\$50.00
<b>Kākapötahi</b> – <i>by special arrangement</i> .....	\$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 by negotiation

(charge for replacement bulbs) .....\$45.00

**Data Projector** (per ½ day) .....\$15.00

**Internet Connection** Price by negotiation

## Other Services

**Overnight Use** – *by special arrangement*

**Cleaning** – *if extra cleaning required* .....\$40.00



## 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"/> Rock Climbing Wall<br><i>requires approved certified instructor</i><br><i>Separate information book – please request</i> | <input type="checkbox"/> Music Practice Room |
|   | <input type="checkbox"/> _____               |

### Additional Requirements

**Hall** please note: both the stage lighting and sound system may be used only by special request and must be operated by school approved operator

- |                                  |                                |                                 |
|----------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Seating | <input type="checkbox"/> Piano | <input type="checkbox"/> Tables |
| Kitchenware                      |                                |                                 |
| <input type="checkbox"/> _____   | <input type="checkbox"/> _____ | <input type="checkbox"/> _____  |

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

### Video Conferencing Room

- |   |   |
|---|---|
| <input type="checkbox"/> Video Conferencing | <input type="checkbox"/> Video Recorder |
|---|---|

### Health Room

- |   |   |
|---|---|
| <input type="checkbox"/> Television     | <input type="checkbox"/> Video/DVD Player   |
| <input type="checkbox"/> Data Projector | <input type="checkbox"/> Overhead Projector |

### Music Room

- |                                |             |
|--------------------------------|-------------|
| <input type="checkbox"/> Piano | Other _____ |
|--------------------------------|-------------|

**Other** \_\_\_\_\_