

## Conditions of Hire Use

For all forms of hire the following procedures need to be met;

1. **Facility/Equipment Booking Form** – each user/group needs to complete a **Facility/Equipment Booking Request**, which is available from the Busselton Administration, specifying the dates and times required. While a bond will not be instated on the user/group a current, and active, credit card will need to be provided for any expenses incurred through damage or lack of cleaning during the hire period. A user/group will also be required to produce a Certificate of Currency for Public Liability cover.
2. **Hire Start & End Times** – the start and end times of each hire period need to be adhered to. Any required setup/pack-up of facilities before, and after, usage must be taken into account as part of the hire time.

Every facility user/group must ensure the following before leaving the College;

- the facility used is locked and all doors and windows are secure,
- any heating/cooling, technological equipment, and lighting has been turned off,
- any rubbish has been removed from the facility (please do not assume that cleaners will remove this).
- the facility/equipment has been returned to the same state of cleanliness as when occupying the facility or picking up the equipment.
- If applicable, all equipment such as netball and volleyball posts need to be returned the hire shed and the basketball backboards returned to the original set up position.

If these conditions are not adhered to, your user group will receive written notification via email. We reserve the right to suspend a user group without refund should we consider you in breach (on one or more occasions) of our hire requirements. Please partner with us in the care for our facilities.

Access gates to the College must be closed and locked if the user/group is the last to leave the College premises. Also, any key(s) given to the group must be returned to the Front Office upon completion of the hire period or on the next available business day.

### 3. **Hire Completion**

If any damage to the property occurs during the hire period and there is a possible likelihood of producing an adverse security or health and safety risk to the College, or its beneficiaries, then the damage must be reported immediately to the **Property Manager (Mike Jordaan) on 0447 766 111**. Damages will be charged on an “as cost” basis.

No person shall alter or remove any equipment, fitting or furniture without the permission of the Principal. The floors, walls or any part of the school must not be written on, decorated, placarded or cut, broken, pierced by nails, screws or other fixings, and hirers are held liable for any damage caused by them or associates. User/groups are held liable for any damage occurring to the buildings, fittings, furniture or equipment.

4. **Rates of Hire** – the following rates per period will be charged per user/group and charged prior to the facility/equipment hire;

FACILITY TYPE	CASUAL RATES		LONG-TERM RATES (More than 4 consecutive bookings)	
	PER HOUR	PER DAY (8hrs)	PER HOUR	PER DAY
MPC	\$45	\$360	\$27	\$216
Dunsborough MPC	\$40	\$320	\$25	\$200
GLA (Non-Specialty)	\$25	\$200	\$15	\$120
GLA (Specialty)	\$50	TBA	\$30	TBA
Secured Area	\$35	TBA	\$25	TBA
Equipment	Determined on a case-by-case basis			

The procedures for hiring a specific facility or piece of equipment differ considerably. Therefore, the requirements and obligations for their hire need to be dealt with individually and explicitly.

❑ **Hiring of the MPC**

The hire of the MPC is based on the exclusive use of the facility, including toilets and showers, for the duration of the hire period. The areas in the upstairs of this facility are not included in this hire and are expressly out of bounds for this user/group.

❑ **Hiring GLA's**

Non-Specialty:- The hire of any non-specialty GLA allows the user group exclusive use of that GLA and access to toilets, as directed by the College.

Specialty: - The hire of specialty GLA's (including the Home Economics Kitchen, Science Lab, Computer Labs, Industrial Arts Centre etc) allows the user group exclusive use of that GLA and access to toilets, as directed by the College. It also allows use of any equipment within the GLA but requires that the user/group takes full responsibility in terms of OSH for their users.

❑ **Hiring of a Secure Facility**

Hiring a secure facility demands that the user is given a security PIN in order to operate the alarm interface to arm and disarm it accordingly. Entering the facility requires that the alarm is disarmed and that the Security Control Room (1300 884 111) is phoned immediately. The control room will need to be advised when the user/group intends to depart and any extension of this time will need to be communicated again with the control room.

When the user/group departs the alarm must be re-armed before locking the facility.

❑ **Hiring of College Grounds**

Areas of the College (including the Oval, Cricket Nets, Car Parking etc) may be hired by a user/group. As these are quite distinct they may, may not, incur hire charges and conditions of use will be placed upon them as, and if, the College's management deem fit.

- ❑ **Fee Exempt Bodies** – the College will provide hire of facilities and/ or equipment to the following users/groups at no cost;

- College Staff
  - Groups of people where students from the College compose the majority of numbers
  - Any other user/group that the College deems appropriate
5. Sub-Letting - under no circumstances can a user/group sub-let any facility or equipment, or part thereof, to another entity.
6. Cancellations – bookings that are cancelled less than 48 hours prior to occupancy or equipment pick-up will be charged a minimum 50% of the applicable booking fee.
7. Prohibited Activities – the following activities are prohibited within the College grounds;
- The consumption of alcohol, tobacco or any non-prescription drug
  - Activities that have the likelihood to produce damage to the facility(ies) or piece(s) of equipment