



MT ELIZA PRIMARY SCHOOL

CONDITIONS OF HIRE AGREEMENT

The following statements comprise the CONDITIONS OF HIRE AGREEMENT.

Use of the Gymnasium in the old school hall and the new school hall

1. All players and coaches must wear non-marking shoes while using the hall. All major brands of gym shoes are suitable.
2. You must sweep the floor of the hall at the completion of your use. You will find two scissor mops for this purpose in the corner of the hall. If the group before you fails to clean the floor, please let the School know as soon as possible.
3. If any person associated with your team or group vandalises any area within the School, your whole team or group will forfeit their right to use the hall. In this case, the actions of one will affect the whole team or group. All vandalism will be reported to the Police. The hirer will be responsible for any costs involved in repairing the vandalism. The hirer will also be charged if extra cleaning is necessary to any of the toilet areas.
4. Any damage whether accidental or not will need to be paid for by the hiring group. Depending on the damage it may also result in the whole team or group forfeiting their right to use the hall/s.
5. All rubbish to be removed.
6. If any person is injured while using the hall you are to contact the School in writing as soon as possible. DEECD, the School and the Directors of the Mt Eliza Primary School Council do not accept any liability for any accident that happens on School property.
7. No one is to enter the Canteen or PE Storeroom without permission.
8. No School equipment is to be used unless prior permission has been given.
9. Under no circumstances are the keys we supply to you to be copied and given out.
10. The School reserves the right to refuse the hire of the facility to any party without stating reasons for doing so.
11. The School reserves the right to vary bookings to cater for School needs, when at least two weeks notice will be given regarding such variations.
12. No smoking is permitted in the building or on school grounds.
13. No decorations involving the nailing, screwing, taping or sticking of signs and fittings to any part of the building shall be allowed.

General Conditions

1. There are to be NO siblings/friends of children participating in basketball practice to be in any area of the school (inside a building or in the grounds) other than the basketball court area ONLY. That is, they are not permitted in either hall foyer or to be in the school grounds.
2. No parents/guardians/basketball staff are to enter the staff car park before 5.00 pm on any evening. NO-ONE is to drive past the end of the staff car park into the school grounds.
3. Spectators must not wear high-heeled shoes in the new hall (particularly on the court area) and all shoes must be non-marking.
4. No tables or chairs should be placed on the court area in the new hall.
5. Each group training should have access to their own first aid materials/treatment.
6. Entry and exit to the old school hall should be through one of the side doors only. The foyer door is not to be unlocked and the ONLY time someone would enter the foyer via the basketball court is to use the toilet facilities and then immediately return to practice.

7. Entry and exit to the new school hall is via the most northern door, and there is no access permitted to any other area other than the court area. Toilets are available directly off the basketball court.
8. The School office requires a detailed roster for each night's practice together with contact numbers. Session times must be adhered to as per the timetable. Groups should vacate the hall as soon as their session is concluded as per the times quotes on the timetable. Additional practice sessions are not permitted unless prior permission has been sought from the School administration.

Finance

1. A condition of your hire is to supply the School Office with a "Certificate of Currency" for your insurance policy. If the policy needs renewal during the hiring period please ensure the School receives a copy to cover the new dates.
2. A new agreement needs to be signed each year and a copy of the schedule of use supplied.
3. Your team or group have been advised of the cost of using the Hall. You will receive an account for your use.
4. The account, once issued, must be paid as soon as possible.
5. Failure to pay the account will result in the loss of your booked time.
6. Once a time has been booked then you will be charged for that time, if you choose not to use the Hall, please let Mt Eliza Primary School know.
7. Fees will be reviewed annually.

Not Applicable

Last group for the night

You are responsible for locking the building, turning off all lights and ensuring no appliances are left on. At the present stage, the alarm will not be on at the beginning of practice and the school's cleaner will switch on the alarm when they leave. However, we will advise if this situation changes.

Changes to your booked time

From time to time the School will require the Hall for its own use. The School will give you advanced warning of such use.

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Signed by Coach or Team Manager

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Dated

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Print Name

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Team