



## **HIRE OF SCHOOL FACILITIES**

### **Rationale:**

The school may make its facilities available for community use.

### **Purpose:**

The purpose of this policy is to provide guidelines for use of school facilities by the community.

### **Scope:**

This policy applies to all members of the school community.

### **Guidelines:**

1. Hire of school facilities will be in accordance with the Ministry of Education 3<sup>rd</sup> Party Occupancy Agreement.
2. Hire must be booked in advance.
3. Hirers must comply with all school policies.
4. Payment for hire will not be required for activities linked to school business e.g. meetings of professional education bodies, sporting codes etc.
5. All hirers will comply with all current New Zealand legislation.

### **Scheduled Rates:**

The rates for hire are:

Gym: \$38 per hour (GST incl.)

Hall: \$255 per day (GST incl.)

\$128 per part day (GST incl.)

Classroom/Boardroom/Library: \$30 per hour (GST incl.)

Bond to be negotiated at the time of hire.

Cleaning - fee to be negotiated at the time of hire

***These fees are to be reviewed annually.***

### **References or Sources:**

1. Hire Agreement Details
2. Application and Agreement Form
3. Hire Agreement rules – Carruth House
4. Holiday Accommodation – Carruth House

### **Review details:**

<b>Review Date</b>	<b>Reviewed by</b>
Oct 2020	NEE
<b>Review cycle:</b> 3 years	<b>Due date for Review:</b> Oct 2023

### **Management Contact:**

Business/Financial Manager