



## 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 [WBHS Venue Hire 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 as per the [Facility Hire Rates Schedule](#)

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

### Review details:

Review Date	Reviewed by
Oct 2023	NEE
<b>Review cycle:</b> 3 years	<b>Due date for Review:</b> Oct 2026

### Management Contact:

Business/Financial Manager