

CHRISTCHURCH RUDOLF STEINER SCHOOL

Management

Policy on NAG 4: Resources/Property

Procedures re .2.5 Hiring of facilities

GUIDELINES

- School facilities may be available for hire for community activities which are not in conflict with the aims and "special character" of the school.
- The College Principal Group (or their agent) will oversee the hiring of school facilities and regularly inform the Board of Trustees and the Proprietors Trust and staff.
- Hiring of the facilities shall be governed by the attached Conditions of Hire.
- This procedure has the following appendixes

Conditions of Hire

Hire agreement

Rental of Use of School facilities (outside of school hours)

Room hire Schedule of charges

Protocol for Access to school after hours

Date approved: July 2006

Reviewed: 12 August 2015

Signed

Responsibility for review: Management

Responsibility for administering this procedure: Management

Review: August 2019

CONDITIONS OF HIRE

- 1 Application for hire of school facilities shall be made 7 days in advance.
- 2 The rooms to be used shall be specified.
- 3
- 4
- 5 The condition of these room(s) shall be noted by the hirer together with the school's representative before the period of use.
- 6 The room(s) shall be returned to the same state of cleanliness and order at the end of the hire period by the hirer and checked by the school's representative
- 7 A Bond shall be deposited with the school's representative and shall be returned only when the school's representative is satisfied with the condition of the room(s). Part or all of the bond may be kept without explanation at the discretion of the school's representative. Bond is to be deposited two days in advance. Part of the bond may be kept for administration costs in the case of cancellation of hire.
- 9 Any breakage or incidents of pilfering are the responsibility of the Hirer and it is a condition of hiring that they agree to pay for breakages or pilfering if the sums involved are greater than the bond.
- 10 Failure to pay Bond and/or Hire charge at the due time will be taken as an indication that the hireage is not required and the agreement will lapse.
- 11 Parking is only available on school grounds outside normal school hours.
- 12 Special conditions may be arranged in advance for hireage of rooms and are at the discretion of the College Principal Group.
- 13 The hirer will obtain the key and code for the hall at mutually agreed time but before 4 pm and will return the key promptly on/or at 9.00 am the following day to the office. Failing to comply will incur an **additional daily charge** of \$50.
- 14 **The hirer acknowledges that the caretaker will not be available after hours and cannot be contacted.**
- 15 The fire alarm system will be explained to the hirer. The rooms to be hired are directly wired to the Fire department and the Fire Department will come automatically. In the event of an alarm being triggered by accident, the hirer agrees to pay the Fire Department call out fee of **\$ 1,200**.

HIRE AGREEMENT

I/We being representatives of

.....(organisation)

Contact details
.....

acknowledge that I /we have read the "Christchurch Rudolf Steiner School Conditions of Hire" and the appended "Schedule of Charges"

I/we personally guarantee that the organisation will abide by these conditions and will pay to the Board of Trustees of Christchurch Rudolf Steiner School, no later than seven days prior to the hire arrangement taking place, the price agreed for hire:

- > The date of hireage is:/...../.....
- > The room to be hired is:
- > The Hire agreed to is \$
- > The Bond agreed to is \$
Discretionary bond of 50% of total hire charge to a maximum of \$200 may be payable before use.
- > Total due is \$ by/...../.....

Special Conditions that apply to this contract are:

- (a) It is acknowledged that the person(s) signing this Agreement for Hire are personally responsible for ensuring compliance by the hirer of its obligations under this agreement,
- (b) (Specify arrangements for the use of key and code)

Failure to set the alarm will result in the cost of the security company or the caretaker having to come to the school to re-set the alarms at a cost of **\$150 minimum** to your organisation

Signed (Hirer)

Signed (School's Representative)

Hireage Contract fulfilled and final balance paid on/...../.....

Signed (School's Representative)

CHRISTCHURCH RUDOLF STEINER SCHOOL

RENTAL or USE of SCHOOL FACILITIES

PROCEDURE:

- 1 School's Representative to receive completed application forms from category 2 (below) which will be available at reception. (Category 1 can request use of facilities by phone / mail.
- 2 Before and after approval by the College Principal Group (or School's Representative) School's Representative to pass information on to caretaker who will liaise with teachers involved, and arrange appropriate spaces (e.g. to ensure space is available).
- 3 A Room Hire book will be kept in the office (wall planner in School's Representative /Properties' Officer's office and on the intranet) so that it can be checked there is not a prior booking.
- 4 The Staffroom is NOT to be hired out for use, except for small meetings where a teacher is present.
- 5 A written statement of the nature of the event, times and dates, and which facilities in the room will be used, will be furnished to the School's Representative; it will also state whether children or helpers from outside the school community will be present.
- 6 Depending on the time and day of the event, it may be necessary for a member of staff or the school's security firm to unlock and lock the buildings for the event. If a cost is incurred for this service, this cost may need to be covered by the hirer concerned.
- 7 The School's Representative will communicate with the College Principal Group for permission for the group to use the room and advise the hirer as soon as possible.
- 8 Any damage, breakage or non-function of equipment is to be reported to the School's Representative in writing by the hirer within 24 hours of the event., with the circumstances of the breakage etc, clearly noted.
- 9 Where it is considered by the School's Representative that due care and responsibility has not been taken, or where clarity of events involving damage etc cannot be ascertained, the College Principal Group may withdraw the privilege of use of the room from the particular group involved, at least until such time as they can be assured that responsible use of the room can be guaranteed.

CATEGORY 1

- (a) Christchurch Rudolf Steiner School
- (b) Board of Trustees, Proprietors Trust, Community Association
- (c) Organisations directly connected with the school, e.g. Federation
- (d) Teachers at Christchurch Rudolf Steiner School giving courses directly related to Rudolf Steiner education or Anthroposophy

Bookings for these do not come through College Principal Group , nor do these groups need to complete an application form.

School's Representative enters these bookings into the Room hire book and on the intranet.

Individuals concerned arrange all equipment needed and arrange cleaning.

There is no cost for use by these groups.

CATEGORY 2

- ◆ Associates of the school giving tuition or activities to children or adults directly in harmony with Rudolf Steiner education.
Bookings for these do not need to be approved by the College Principal group. Costs are negotiable

CATEGORY 3

Application from the following category must be approved by the College Principal Group or the School's Representative.

- ◆ Wider public - e.g. music, sporting activity and any activity not directly relating to the school's objectives.

Completed application forms to be considered by College Principal Group whenever the propriety of making the booking is in question.

Note for all 3 categories:

- The College Principal Group reserves the right to withdraw permission for the use of a room (s) immediately and without prior warning.
- School's Representative will arrange rooms and equipment and liaise with teachers involved.
- The School's Representative keeps all staff informed about bookings through a small note in weekly "Memo to Staff". For category 2 & 3 bookings the School's Representative liaises with the teacher whose class is to be used, and through the Caretaker to arrange heating, cleaners and equipment, e.g. chairs, cups, blackboard, keys and return of keys.
- For category 2 & 3 bookings the Caretaker ensures rooms are checked before and after use. Missing and damaged furniture and/or equipment must be reported to the School's Representative.

ROOM HIRE – SCHEDULE of CHARGES

Hall Hire	\$50 per hour (Minimum of 3 hours)
Home Economics Hire	\$25 per hour (Minimum of 3 hours)
Other rooms	\$25 per hour (Minimum of 3 hours)

(These charges are subject to review annually)

BOND: Discretionary bond of 50% of total hire charge to a maximum of \$200 may be payable before use.

Hire of additional equipment

Lighting Equipment hire	\$25 for the event
PA Sound System hire	\$25 for the event
Corded Mic and Cable hire	\$10 for the event
Cordless Mic (lapel)	\$30 for the event
Data Projector hire	\$20 for the event

(prices include GST)

Special conditions of Equipment hire:

Special equipment can only be hired if it is operated by an operator approved by the school representative. A list of approved operators is available on request if needed. Any damage to equipment will be charged to your organisation.

Failure to set the alarm will result in the cost of the security company or the caretaker having to come to the school to re-set the alarms at a cost of **\$150 minimum** to your organisation

PROTOCOL for ACCESS to SCHOOL AFTER HOURS

CHRISTCHURCH RUDOLF STEINER SCHOOL

PROTOCOL FOR ACCESS TO SCHOOL AFTER HOURS



Important

Security of the school site and buildings and confidential information, is paramount.

Where an individual hirer is permitted access to buildings after hours, they will be issued with an individual pin number, which will allow the school management to identify who has gained entrance to buildings after hours or during the holidays.

THE PIN NUMBER ISSUED TO YOU MAY NOT BE PASSED ON TO ANY ONE ELSE.

Access to buildings after hours will be permitted to approved hirers who are prepared to abide by the conditions as set out below. Where the alarm has been left unset, or other conditions set out below have not been met, and lead to the security company and/or the caretaker having to come to the premises to re-set the alarm, the hirer will be required to pay each call-out fee (minimum \$150) and may not be able to hire any school rooms again at the discretion of the College Principal Group. As the fire alarm is directly linked to the fire department, any unnecessary call out will be charged at a minimum of \$1,200.00.

The hirer will be required to undergo training in the use of the alarm equipment to the level the College Principal Group regards as competent. This training will be conducted by the caretaker upon receipt of the key and code.

Procedure

- Alarm must be unset using your pin number on entering the building.
- After **UN-SETTING** the alarm, phone **Signature Security Systems** on 374 04 00 to advise who is on the premises and how long you intend to stay before re setting the alarm. You will also have to give them the school's secret ID code (The school's ID code is: 777). If you stay longer than expected, you **must** phone Signature Security Systems again and let them know the extended time.
- Before leaving the building:
 1. Ensure you are the last person onsite.
 2. securely lock building's windows and doors
 3. **SET THE ALARM.** Leave the building and lock the door.

Failure to set the alarm will result in the cost of the security company or the caretaker having to come to the school to re-set the alarms at a cost of **\$150 minimum** to your organisation.

- Where it is necessary to allow another person into the school buildings after hours, the key holder must unset and reset the alarm him/herself and will take full responsibility for any damage to any area entered under their pin number, and/or any other costs incurred.
- If a cleaner or other member of staff is on the premises during the time you are present, do not assume they will set the alarm. Always make clear arrangements before leaving.

PLEASE REMEMBER

- Keep your pin number and the school code number secret
- Phone **Signature Security Systems** on entering buildings after hours (outside school office hours)
- Re-set the alarm
- Take responsibility for others you allow into buildings
- Ensure security of buildings on leaving

FIRE EVACUATION HALL WARDEN

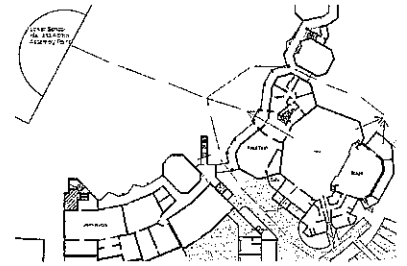
TASKS

The Hall warden assumes the instructional role for evacuation and assembly and ensures that participants are advised of procedures and fire exits before the start of the function.

- Familiarizes themselves with location of Fire Extinguishers, Fire Hose Reels and Fire Blankets.
- Co-ordinates all emergency activities until fire service arrives.

IN AN EMERGENCY

- is in charge of the Hall and adjoining areas (as applicable)
- supervises evacuation and assembly of their group outside the administration area
- communicates needs to Fire Department and ensure all needs are being met including first aid, shelter, warmth
- Notifies school key holders
Caretaker: 021 036 21 06 & principal: 021 292 32 91
- collects information about missing participants and dispatches these to the Fire Department
- ensures that any search and rescue are undertaken where necessary
- reassures and calms the group
- ensures buildings are not occupied until declared safe
- ensures that first aid is available
- stays with the group until the "all Clear" is given or all participants have been released through the procedure co-ordinated by the Fire Department



FIRE ALARM ESSENTIAL INFORMATION

- The Fire Alarm for the Hall is connected to the Fire Service
- If the Hall Alarm is activated, the Fire Service will come automatically
- (The Alarm cannot be switched off)

LOCATION OF FIRE ALARM CALL POINTS

In the entrance foyer left of main doors

In the Food Technology room by whiteboard

Main Hall left of stage

Hall Panel outside the back entrance of the Hall

LOCATION OF FIRE EXTINGUISHERS

Main Hall: 1 Dry powder

Food Technology Room: 1 Dry powder

LOCATION OF FIRE BLANKET

Food Technology Room: 1 Dry powder

LOCATION OF FIRE HOSE REELS

Foyer: By main office downstairs

Foyer upstairs: By staffroom upstairs

Back of Hall: By cleaners' room in foyer at back of building
Main Hall: Inside near main entrance doors

LOCATION OF SERVICE STOP VALVES

Food Technology Room Electrical safety switches
Food Technology Room Gas shut off key
Back of Caretakers Shed 4 X 45KG LPG

Failure to follow the outlined procedures may result in a future hire being denied.

Christchurch Rudolf Steiner School

I herewith confirm that I have received and familiarized myself with the access procedure and fire warden obligations and also feel competent to fulfil the duties of the 'Fire Evacuation Hall Warden' outlined in the document for the time of the hall hire.

I confirm that I will return the key on the agreed date and acknowledge that failure to comply will incur a daily late fee of \$50.

The Key was received (date)_____

The Key will be returned no later than (date)_____

Signature_____

Please print name_____

