

# Conditions of Hire Form



**FREE REFORMED  
SCHOOL ASSOCIATION**

*My heart I offer to You Lord - promptly and sincerely*

**Applications must be emailed to, or handed in at the reception of the local John Calvin School during school hours at least 7 days before anticipated booking.**

**Requests sent in during school holidays will not be processed.**

Agreement between:

**Free Reformed School Association (Inc.) (FRSA)**

and

Organisation / Society (Hirer): \_\_\_\_\_

Purpose of Hire: \_\_\_\_\_

Name of contact person	
Address of contact person	
Email of contact person	
Phone & mobile of contact person	

Request to hire Hall facilities:

**Specify day(s) and time:**

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time From	N.A.						
Time Till	N.A.						
Total hours	N.A.						

**Number of expected attendees:** \_\_\_\_\_

**Specify period / dates**

Day	Term 1	Term 2	Term 3	Term 4
Start date				
End date				
Incl school holiday				
Incl public holiday				

The following hire arrangements have been made:

**Hire: \$35 per hour**

**Bond \$350** will be refunded / not applicable<sup>1</sup>

1) Select what is applicable

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Admin initials

Key number		
Swipe card number		
Key registration form handed out	Yes	No

The hire of the equipment is a privilege offered from the FRSA to its members and/or local community upon application. The hire will cover the normal operating expenses of the equipment throughout the year. The expectation is that the equipment will be brought back / will be left in the same condition as when you received it.

**Cancellation Terms:**

The hirer must give one day notice to the school in case of cancellation.

**I have read and accept the General Rules mentioned below and agree to abide by their requirements. I agree to indemnify and not hold against the FRSA, expenses, costs, and claims, demands, suits, judgements, and liabilities arising out of the conduct of the activities of/in the hire of the equipment.**

Signed: \_\_\_\_\_ Agreement Date: \_\_\_\_\_

Name: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

*Note: The Expiry Date is a maximum 12 months from the Agreement Date. A new Agreement must be signed following the expiry of this Agreement.*

**This application is supported / not supported on behalf of the school by:**

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

**Administration use only:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
a. Hours							
b. Fee per hour	<b>\$35.00</b>						
c. Fee per night (a*b)	\$	\$	\$	\$	\$	\$	
d. Number of weeks per period/term							
e. Total per period / term (c*e)	\$	\$	\$	\$	\$	\$	\$
f. Bond							<b>\$350</b>

**Please forward information to FRSA admin for invoicing ASAP**



## G E N E R A L R U L E S

The following general rules apply to the hire and usage of the Hall and other facilities of the FRSA.

1. The hirer, all visitors and players using the hall must be aware that they are guests of a Christian organisation. The FRSA expects you to respect our basic principles, which means that offensive language and behaviour as well as swearing and blaspheming will not be accepted and will result in the cancelling of this agreement.

### 2. Entry school grounds and Hall

- a. Entry to the school grounds by the Hirer and associated participants may not occur more than 15 minutes before the agreed hire time starts, unless approval has been given in advance.
- b. Departure of persons (as noted above), from the grounds is to occur no later than 15 minutes after the conclusion of activities.
- c. Hirer is to ensure that no smoking occurs and alcohol consumed in school buildings or on the grounds.
- d. Hire of the Hall is limited to the car park, the Hall building and direct access between. All other areas of the school grounds are strictly off limits, in particular the playground.

### 3. Parking

Car parking will be used at the designated car park areas and not on grass areas near the Hall. Only the "hire organiser" will be allowed to drive to the Hall to unload and load additional equipment. The appropriate access drives will be used.

### 4. Food and drinks

Drinks and snacks can be consumed in the viewing area. At no time are food and drinks allowed in the sporting area.

The premises are alcohol and smoke free.

Cans, bottles, etc will be put in rubbish bags and bins.

### 5. Purpose of Hire

The Hirer should make clear what the purpose of the hire is on the application form. The FRSA has the right to reject the application on (one of) the following grounds:

- the Hall is unsuitable for the purpose of hire
- the purpose of hire does not meet the school standards
- the activity will greatly increase the risk of damage to the school's property or injury to other people accessing the school grounds.

### 6. Usage

Note: it is important to treat and use the sports floor with care. If the following rules are not followed damage will occur to the floor.

- a. Hall should only be used as stipulated in agreement
- b. Hall should be left in clean condition, similar to the condition it was found in
- c. Sports floor should be swept after usage and dirt and sand are to be put in rubbish bins.

NO cleaning detergent should be used. If required only (lukewarm) water may be used.

If any additional cleaning is required, the relevant charge for this will be deducted from the Hirer's bond money or it will be charged separately.

- d. Furniture and equipment should be returned to its original spot.

Note: DO NOT DRAG EQUIPMENT, CHAIRS OR TABLES ACROSS THE FLOOR

e. In the case where the Hall is hired until a certain time, the Hirer is responsible for seeing that the Hall is available for the next Hirer from the booking. This means that the Hall must be ready for the new booking, which includes removing the equipment from the sports floor.

f. The Hall can be used for the following sport activities:

Netball, Volleyball, Basketball, Soccer, Badminton, Gym and Fitness activities.

g. Only Sports shoes without black soles may be worn on the floor.

NOTE: The FRSA / school principal will have the right to cancel hire commitments that will clash with school activities. The FRSA will give at least two weeks' notice if this occurs.

#### 7.Safety

The FRSA maintains buildings and facilities on a regular basis. Hirer is responsible that the use of the facility is safe for players and spectators. FRSA does not accept any responsibility for damage and or injury occurred due to negligence of the hirer.

#### 8.Supervision

a. Adult supervision of all visitors / players is required at all times to ensure they are using the building and equipment appropriately, and so that they do not access areas that are off limit.

b. The FRSA reserves the right to supervise the use of the Hall at any time, at an additional charge of \$50/hour to the Hirer.

#### 9.Cleaning

It is expected that the Hirer will sweep the floor before they use the hall. It is important that sand and dust is kept away as much as possible. There is a big broom and small broom available. The sand and dust should be thrown in the rubbish bin.

NO cleaning detergent should be used. If required only (luke warm) water may be used.

The tiled areas; foyer, kiosk and toilets will be cleaned by the Hall cleaner on a weekly basis. It is expected that the Hirer will leave the facilities in the same clean condition, similar to the condition it was found in.

#### 10. Key and swipe card

a. The Hirer will receive a key and swipe card and will be held responsible for that set of keys. A loss of keys may necessitate re-keying of a part of the school property and may cost up \$1500.

b. In the case where keys are lost a reimbursement of the cost will be required (\$100 is the minimum).

c. Do not mark keys as being keys of a John Calvin School or have a key tag with the school's address.

d. Keys should not be loaned to anyone unless advance permission has been provided.

e. Keys should be collected from the school's office during school hours and should be returned to the school office the next working day before 12 noon or according to arrangements made with the school secretary.

f. The Hirer is responsible for disarming and arming the building, and is to ensure that all lights, heating, fans, etc are switched off after the hire period, and that all doors, windows and the alarm system are secured before leaving the area. The school reserves the right to pass on any costs incurred (such as security call-out fees) as a result of non-compliance with these conditions.

#### 11. Payment

a. The Hirer is responsible to pay the set fee in advance:

i. When the agreement is signed

ii. When an invoice is sent.

iii. Agreements per term / annum will receive an invoice and must be paid in advance (or as agreed by Administration Manager/Principal.)

## 12. Bond

The Hirer is to pay FRSA a bond of \$350, prior to the commencement of the period of use, which will be refunded in whole or part at the discretion of the Administration Manager. The Administration Manager retains the right to withhold an amount equal to any monies owing to the school or required for outstanding repairs / cleaning.

## 13. Subletting

Subletting of the Hall by the hirer is not permitted.

## 14. Damage

The Hirer is requested to report any maintenance items in the maintenance report book. This book is available in the foyer. Urgent items should be reported immediately to the School (Principal, school secretary or school property manager).

The Hirer is responsible for any damage or loss of equipment as a result of the Hirer's activities. Repairs or replacement of the damaged property may result in invoice for repairs to the Hirer.

## 15. Emergency procedure

The Hirer should make him/herself familiar with the emergency procedure and exits in the building and make the player/users aware of the emergency procedure.

## 16. Personal Incidents / Injury

a. The Hall is equipped with a standard first aid kit. Signage will indicate the location of the first aid kit. For single event or short period hire of the Hall, the Hirer is responsible to ensure that at least one person is appointed who is aware of the location of this first aid kit and is responsible if an injury occurs. Usage of the first aid kit equipment should be reported in the maintenance report book.

The principal of the school will replenish the first aid kit.

b. Regular users or for long periods of hire, the Hirer is expected to have their own first aid kit available for use. If they need to use anything from the FRSA first aid kit, they are expected to replace that item(s) at their own cost.

## 17. Insurance

The Hirer is responsible for the proper use of the equipment and facility. The FRSA does not assume responsibility in the event of any accident or injury sustained by any person hiring, using, or connected with the hire of the school facilities.

The FRSA is not responsible for any loss, damage or theft of any property or valuables belonging to or in the control of or the responsibility of the Hirer, guests or any associated persons during their activities and / or left on the school premises after the conclusion of such activities.

Any individual or organisation who hires the Hall, not part of the FRSA community, should provide the FRSA with a Certificate of Currency to confirm they have Public Liability insurance in place. This Certificate should indicate a level of insurance to the satisfaction of the FRSA.

## 18. Use of Sports Equipment

The Hirer is responsible to take their own sports equipment unless arrangements has been made / agreed upon before signing of the contract.

The following standard equipment will be provided:

- Netball and volleyball posts.
- Standard soccer goals
- Basketball boards.

In general the Hirer is responsible to take their own balls, nets etc

19. Application of the Agreement

- a. Applications for the use of the Hall during the school holidays or in the following school term or year should be submitted no later than the last day of the preceding school term and not less than two weeks prior to the proposed use of the Hall.
- b. The Agreement is only valid until the Expiry Date or for a maximum period of 12 months. A new Agreement must be signed following the expiry of the Agreement.
- c. Where more than a single application is received, due consideration will be made to the merits of each application, and the principal or administration manager will notify all applicants whether their application was successful or not.

20. Cancellation of the Agreement

The FRSA has the right to cancel this agreement without prior notice if the Hirer does not take these General Rules into account. The principal or administration manager will notify the Hirer.