



GERALDINE HIGH SCHOOL

HIRE OF SCHOOL FACILITIES INFORMATION BOOKLET

Thank you for your interest in making use of our facilities. It is the policy of the school to make its facilities available for the benefit of the community whenever the facilities are not required by staff or students.

The school expects any group hiring facilities to be responsible and co-operative users.

All property enquiries are to be directed to:

GERALDINE HIGH SCHOOL PROPERTY DEPARTMENT
Property Manager: Gary Lynn 027 622 9011
School Office: (03) 693 0017 or DDI: (03) 693 0024
e: property@geraldinehs.school.nz

GENERAL CONDITIONS

Applications

- The Geraldine High School Board of Trustees has final authority of approval for applications
- An application form must be received in the School Office at least **two weeks** in advance of any booking
- Regular users need to re-apply each season / year
- Changes during the period applied for must be made in writing to the Office

Use of Facilities

- Use is restricted to the times arranged and to the facilities and equipment arranged
- Users should be in only that part of the school that is being hired
- The hiring group takes responsibility for its members while in the school grounds
- Special rules for areas within the school must be observed, e.g.: the Gymnasium
- No sub-letting is allowed
- No alterations, decorations, pinning up notices, marking floors, etc is allowed without prior discussion with the school
- Occasionally it may be necessary to cancel a booking because a school need arises. In such a case maximum notice will be given. The school does reserve the right to priority use
- Facilities will not be hired for parties or functions such as 21st birthday parties

Alcohol

Alcohol is not permitted on the premises unless it is specifically authorised by the Board of Trustees or Principal. Requests, including evidence and/or guarantees of meeting all legal requirements must be made to the Board of Trustees well in advance of the event in order for the Board to consider the request

Cleaning

Facilities should always be left clean and tidy. Before leaving, please ensure the area you have used is clean and tidy. The Hall and Gymnasium are to be swept or washed where necessary. A cleaning fee may be charged if not left in a satisfactory condition. Cleaning equipment is made available to users for this purpose.

Damage

Any damage/problem which you become aware of should be reported to the Property Manager or the School Office. Damage or breakages caused by your group must be reported as soon as possible, and the hiring group is responsible for any costs incurred by repair or replacement.

Emergency

An emergency evacuation plan for the area being hired will be provided prior to the event. Users are required to make the evacuation plan known to everyone in the building at the beginning of the event. Users must co-operate with school staff and/or the Fire Service in an emergency.

Heating

Heating needs to be requested at the time of booking the facility. Free-standing heaters are not permitted in any Ministry of Education buildings. Heaters, therefore, may not be brought into the school.

Parking

Parking is allowed only in marked car parks. Care must always be **taken to ensure Emergency access ways are not blocked**. There is to be NO parking at anytime on the cobblestones in front of the hall. The gates are locked from 5.00pm Friday, until 8.00am Monday unless special arrangements are made at time of booking.

Payment

- Single use payment is due in full on booking. The user will be invoiced, and accounts may be paid by electronic banking, cheque, cash or EftPos at the school office.
- For longer term users, payment is due at the beginning of each term

Property Manager

If access is required to locked areas please contact the Property Manager 48 hours prior to the event in order to organise key collection and alarm access. In an emergency the Property Manager may be contacted. However, after hours we ask that you avoid this whenever possible as a matter of courtesy.

Security

- Keys and an alarm access code will be issued to the user for the duration of the hiring
- Under no circumstances should keys be loaned or copied
- All keys must be returned to the Property Manager's letter box immediately after use
- If keys are lost, there will be a replacement fee of \$20
- Before leaving, users must ensure
 - all lights are turned off
 - any other equipment they may have used is turned off
 - windows and doors are closed and locked
 - all clothing and users' equipment is removed
 - all school equipment is returned and left as found

Smoking

Smoking is not permitted by law in any building, or on the grounds at any time. Users are requested to advise patrons to respect the non-smoking law

Please Note: Hiring the facilities does NOT include hiring of staff expertise and assistance in setting up and arranging such things as seating, lighting, staging and decoration.

However if you require such assistance, it is likely that it will be freely given, provided you ask for it and arrange an appropriate time **well in advance** of the event. The Property Manager and Office Staff will advise you of the appropriate staff members to approach.

Please don't hesitate to thank the staff; their assistance is **not** part of their job description!

GYMNASIUM

In addition to the general notes, please observe the following procedures in relation to the use of the Gymnasium:

- the hours booked are from unlock to lock-up
- the Gymnasium rules are written beside the Gymnasium door and must be complied with: only appropriate rubber-soled footwear; no food or drink; no smoking
- - only the general area of the Gymnasium and the equipment requested on application may be used
- equipment must be lifted when moved and returned to the correct place
- because of grit damage to the main floor, users are asked to be strict about footwear in the Gymnasium
- the Gymnasium is to be swept after use and rubbish placed in outside wheelie bin. If showers are used, they must be left clean
- The Property Manager is to be supplied with the contact names and addresses of the club/group
- One of the appointed officials of the club/group who is known to the Property Manager is to be in attendance during each session at all times

and to be responsible for the collection of the key and the return of same at the end of the session

- The official named above accepts responsibility for seeing that all equipment is left in its correct place and that the Gymnasium is left in a tidy condition and that it is securely locked
- In the event of damage this is to be reported as soon as is practical and the group agree to pay for such damage which is to be repaired to the school's satisfaction.
- Starting and finishing times are fixed, but in any case the evening should finish no later than 10.30pm and that the grounds be cleared by 10.45pm at the latest.
- Only bona-fide members, or intending members, of the club/group be permitted to attend.
- Members of the club/group are to park their cars or bicycles on the road, and ensure gateways are kept clear (fire regulations).
- The School has an absolute right to use the Gymnasium at any time. The club/group will be given as much advance warning as is possible.
- In event of unseemly behaviour by members of the club/group or of damage to the Gymnasium, equipment within the Gymnasium or any school property, the School may withdraw all rights to use of the Gymnasium.
- The School will charge a fee sufficient to meet the costs of power and to cover normal maintenance.
- Cleaning equipment (static mop) can be found hanging on the east wall of the Gymnasium

Practical Care / Conditions for Gymnasium

A non-marking gym shoe is the only footwear allowed on the Gymnasium floor and members must change into their gym shoes at the Gymnasium entrance so that no abrasive material is carried onto the Gymnasium floor. An official must be appointed and be on duty to ensure this rule is strictly adhered to, in order to preserve the quality of the floor surface.

Food or drink is strictly forbidden inside the Gymnasium

Alcohol is strictly forbidden in the Gymnasium or in the grounds

Smoking in the Gymnasium and anywhere on the grounds is forbidden

LIBRARY

The Library may be hired for the use of up to 60 people. Library facilities include:

- A range of table and seating options
- Kitchenette for tea / coffee
- Carpeted and easy to heat
- Whiteboard, data projector

General

- The Library is let at all times subject to the rules and regulations in force. The conditions of letting maybe varied from time to time as the Board of Trustees may decide
- The Library is a school asset, heavily used during the school day. Users' use and care of the facility should reflect this.

- The Library will not be let for any purpose which in the opinion of the Board of Trustees is likely to cause damage to the Library and its furnishings, or which will bring the school into disrepute within our community.
- Damage to the building, contents or gardens will be charged to the person or organisation hiring
- No functions may continue after 12 midnight. The Board of Trustees require that functions finish in time for cleaning up, locking up etc, to be completed by this time.
- The Library is not available for hire before 5pm on school days.
- It is the responsibility of the user to arrange the tables and chairs as required, and to return them as found.

Additional Library Items:

Kitchenette Area

- The use of the kitchenette is permissible. It is suitable for provision of tea/coffee only – there is no cooking or heating facility
- A limited number of cups may be available, but all supplies must be provided by the user, and disposable cups are recommended
- School equipment damaged or lost must be repaired or replaced by the user.
- Supplies and equipment belonging to the user must be removed prior to 8.30am the following day when the kitchen is required for school use.
- Please leave the kitchen, as it was found, in a clean and tidy condition

Care and Responsibilities

- The user is responsible for unlocking, locking and securing the building, as arranged with the Property Manager
- The Library is to be left as it was found e.g. chairs & tables set out or stacked
- No screws, nails or tacks to be driven into walls or any other part of the building
- All sweepings and left overs and all decorations floral or otherwise must be removed and the Library left in a clean and tidy condition after use. The cost of any cleaning required (at the Property Manager's discretion) shall be charged to the user.

HALL

The Hall may be hired for use of a maximum of 500 people. Hall facilities include:

- Foyer
- Male / female toilet
- Auditorium
- Stage, wings, curtain
- Lectern, microphone, sound system, data projector
- Two changing rooms with toilets
- Kitchen with hot water, fridge, ovens for heating, servery

General

- The Hall is let at all times subject to the rules and regulations in force. The conditions of letting maybe varied from time to time as the Board of Trustees may decide.

- The hall is a combined school/community asset. Users' use and care of the facility should reflect this.
- The Hall will not be let for any purpose which in the opinion of the Board of Trustees is likely to cause any damage to the Hall and its furnishings, or which will bring the school into disrepute within our community.
- Damage to the building, contents or gardens will be charged to the person or organisation hiring.
- No functions may continue after 2am. The Board of Trustees require that function finish in time for cleaning up, locking up etc to be completed by 2am.

Care and Responsibilities

- The user is responsible for unlocking, locking and securing the building, as arranged with the Property Manager.
- The Hall is to be left as it was found e.g. chairs set out or stacked.
- No screws, nails or tacks to be driven into walls or any other part of the building
- No ballroom powder to be used on the floor
- All sweepings and left overs and all decorations floral or otherwise must be removed and the hall left in a clean and tidy condition after use. The cost of any cleaning required (at the Property Manager's discretion) shall be charged to the user. A deposit of \$50.00 shall be lodged with all applications, to be applied in payment, to the cost of any such cleaning, replacement of breakages and the repair of any other damage. Any surplus shall be refunded to the user.
- Cleaning equipment is available in the utility room to the right of the stage:
 - 2 large brooms
 - 1 brush and pan set
 - 1 bucket and mop

Grand Piano

The Grand Piano is not available except for concert purposes and then only by prior arrangement with Mrs Lindroos, at least seven (7) days in advance. There will be an additional hire fee of \$20.00 per day for the use of this. Any organisation requiring a piano on the stage must provide their own

Hall Kitchen

- The the kitchen is suitable for heating, refrigeration and serving – not for cooking or catering
- Some items such as teapots and pots are available for use by arrangement but crockery and cutlery are not available
- The kitchen is to be left, as it was found, in a clean and tidy condition. A charge will be levied if cleaning is required.
- School equipment damaged or lost must be repaired or replaced by the user
- Supplies and equipment belonging to the hirer must be removed prior to 8.30am the following day when the kitchen is required for school use

Heating

An additional \$25.00 per function or per day will be charged for supply of heating if required. Notice of at least seven (7) days in advance is required.

Stage Lighting

An additional charge of \$10.00 per unit per function if required. Notice of at least seven (7) days in advance is required.

Seating

It is the responsibility of the user to set up the Hall seating, as required for the event, and return it to the way it was found.

Sound system, microphone and data projector

This is available as part of the Hall rental. Instructions for use will be provided by the Property Manager. No other microphones are available from the school.

Tables

Classroom tables may be available for use in the Hall, but notice of requirements must be made at least seven (7) days in advance is essential. (We have to arrange for tables to be delivered from and returned to classrooms).

GENERAL CLASSROOM USE

From time to time, during term breaks, classrooms may be made available for hire. Classrooms are the professional workspaces and storage areas for teachers and students, and all personal and school equipment is to be left untouched by users.

Rooms available include:

- General classrooms – desk seating for 25; 3-5 adjacent classrooms per block; break-out spaces; toilet facilities
- Drama room – small carpeted open space for 15 people; small stage; lighting available at extra cost
- Senior common room – open space for up to 40 people; kitchenette; desks extra
- Video conferencing room – small classroom with seating for 15 people; use of video conferencing facility at extra cost
- Art room – specialist space with desk seating for 25 people
- Textiles room – specialist space with desk arrangements and sewing machines for 20 people
- Cooking room – specialist space with desk arrangements and cooking stations for 20 people

GROUNDS

From time to time, during term breaks, use of our grounds may be available for hire. This does not include the ropes course. Grounds facilities available include:

- Fields – 2 x rugby, 1 x soccer
- Tennis courts – 3 x asphalt, 1 x all-weather turf
- Changing / toilet facilities for outdoor users
- Classrooms adjacent to fields (for classroom use, shelter, self-catering)
- External power source – single-phase plug available

SCHEDULE OF CHARGES

Note:

- Rates are discounted 25% where there is use for a term, a season or the year
- Rates are discounted for non-profit organisations
- There is no charge for use by Contributing Primary Schools except for the special resources (heating, lighting system, etc)
- Payment for term / season / year use is due at the beginning of each term
- Payment for single use is due on acceptance of application

Facilities

Hall (per ½ day or evening)	\$125.00
Hall (per hour)	\$ 40.00
Gymnasium (per hour)	\$ 20.00
Library (per evening)	\$ 30.00
Classrooms:	
General Classroom (per ½ day or evening)	\$ 25.00
Drama Room (per day)	\$ 25.00
Video Conference Room	\$ 20.00
Senior Common Room	\$ 35.00
Art room	\$ 35.00
Textiles room	\$ 35.00
Cooking room	\$ 35.00
Grounds:	
Tennis Courts (per ½ day for 4 courts)	\$ 30.00
Grounds (per day), including changing / toilet facilities	\$ 30.00
Classroom adjacent to field (incl. single-phase power outlet)	\$ 25.00
Equipment	
Stage Lighting (per unit)	\$ 10.00
Data Projector (library)	\$ 10.00
Internet Connection by arrangement	
Video Conferencing (includes equipment and connection)	\$ 10.00
Grand piano	\$ 20.00
Other Services	
Cleaning – if extra cleaning required	\$ 50.00
Heating	\$ 25.00



BOOKING REQUEST

FACILITIES REQUESTED (please tick appropriate boxes)

Hall	<input type="checkbox"/>	Hall Kitchen	<input type="checkbox"/>
Gymnasium	<input type="checkbox"/>	Library	<input type="checkbox"/>
Drama Room	<input type="checkbox"/>	General Classroom (number)	<input type="checkbox"/>
VC Room	<input type="checkbox"/>	Textiles/Art/Cooking (select)	<input type="checkbox"/>
Common room	<input type="checkbox"/>	Fields	<input type="checkbox"/>
Tennis Courts	<input type="checkbox"/>	Changing Block	<input type="checkbox"/>

Additional Requirements

Hall				
Tables	<input type="checkbox"/>	Seating	<input type="checkbox"/>	AV equipment
Lighting	<input type="checkbox"/>	Heating	<input type="checkbox"/>	Kitchen

Please contact Property Manager Gary Lynn to discuss specific requirements for Hall set up. Please note that both the stage lighting and AV may be used only by special request and must be operated by school approved operator

Gymnasium – please specify equipment required

Library			
Whiteboard	<input type="checkbox"/>	Data Projector	<input type="checkbox"/>
Video	<input type="checkbox"/>		

Other _____

APPLICATION FOR USE OF SCHOOL FACILITIES

An application form must be received in the School Office for each use of School Facilities, at least seven days prior to use.

Name of Organisation _____

Person making application _____

Office held _____ Phone Contact _____

Name of Person Responsible _____

Address _____

_____ Phone _____

Purpose of use _____

Day and Date of use _____

Hours of use: Commencing _____

Finishing _____

Numbers expected _____

Agreed Charges (*to be completed by Office Staff*) _____

I / we have read and agree with the conditions for hire of the selected Geraldine High School facilities. I / we will take all possible care of the facilities and equipment, ensuring it is left fit for use by the school. I / we agree to cover any costs related to repair or replacement should damage occur while in my / our use.

Signature of Applicant _____

Office Use

- Booking entered on calendar
- Special equipment available
- Costs confirmed
- Invoice sent
- Payment received
- Emergency plan issued