



# Geraldine High School

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LOCATION McKenzie Street, Geraldine, New Zealand

## 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.

### GENERAL CONDITIONS

#### Applications

- The Geraldine High School Board of Trustees has the final authority of approval for applications.
- An application form must be received in the School Office at least **two weeks** in advanced of any booking.
- Regular users need to re-apply each season (12 weeks).
- Changes during the period applied for must be made in writing to the School Office.

#### Use of Facilities

- Use is restricted to the times arranged and to the facilities and equipment arranged.
- Users should only be in the 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 eg 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 21<sup>st</sup> birthday parties.

## Alcohol and Smoking

- 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. The school has restrictions on liquor licensing through TDC and so any intention to have alcohol on the premises must be discussed with the Principal.
- Smoking is not permitted by law in any building or on the grounds at any time. Users are requested to advise patrons to request the non-smoking law.

## Cleaning

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

## Damage

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

## Heating

- Heating if is required, this 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.

## Keys

- If access is required to locked areas, please collect the key from the School Office by 3.30pm 48 hours prior to the event. In an emergency, the Caretaker may be contacted. However, after hours we ask that you avoid this whenever possible as a matter of courtesy.

## Parking

- Parking is allowed only in marked car parks. No parking on school grounds until after 4pm. Care must be **taken to ensure Emergency access ways are not blocked**. There is to be NO parking at any time on the cobblestones in front of the Hall. The gates are locked from 5.00pm Friday, until 7.30am Monday unless special arrangements are made at the 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 (12 weeks), payment is due at the beginning of each season.

## 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 School Office after use.
- If keys are lost, there will be no bond refunded.
- Before leaving, users must ensure:
  - All lights are turned off.
  - Any other equipment used is turned off.
  - Window and doors are securely closed and locked.
  - All clothing and users' equipment is removed.
  - All school equipment is replaced where it was found.
  - Toilet lights and windows are checked.

**Please Note:** Hiring the facilities does NOT include the hiring of staff expertise and assistance in setting up and arranging such things as seating, lighting, staging and decoration. If you require such assistance, it is likely that it will be freely given, provided you request it or arrange a suitable time **well in advance** of the event. The office staff will advise you of the appropriate staff member 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:

- School teams/groups have preference for bookings.
- Long term bookings maybe made for one season only (12 weeks) but will be given preference for following season.
- Two long term bookings per week are maximum unless the Gymnasium is not being used by any other team/group.
- Preference will be given to continuous use over sporadic use.
- Preference will be given to groups/teams when no other specialist facility is available.
- Keys are not transferable.

- Keys \$10 and \$5 given back when key returned.
- 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 the 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 School Office is to be supplied with the names and addresses of the club/group.
- One of the appointed officials of the club/group, who is known to the Principal, is to be in attendance at all times during each session and is to be responsible for the collection/return of the key.
- This appointed official accepts responsibility for seeing that all equipment is left in its correct place, 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. The club/group hiring must pay for damage to the school's satisfaction.
- Starting and finishing times are fixed. Evenings should finish no later than 9.30pm and the grounds to be cleared by 10.00pm at the latest.
- Only bona-fide members, or intending members, or the club/group are 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). Parking in marked car parks on school grounds is permitted after 4pm.
- The school has an absolute right to use the Gymnasium at any time. The club/group will be given as much advance warning as possible.
- In event of unacceptable 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 the rights to use of the Gymnasium.
- The School will charge a fee sufficient to meet the costs of power and to cover normal maintenance.

### **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 AND DRINK is strictly forbidden in the Gymnasium. ALCOHOL is strictly forbidden in the Gymnasium or in the school 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 heat.
- Whiteboard , Data Projector.

### General

- The Library is let at all times subject to the rules and regulations in force. The conditions of letting may be varied from time to time at the discretion of the Board of Trustees.
- 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 charges to the person or organisation hiring.
- No functions may continue after 12 midnight. The Board of Trustees required that functions finish on time for cleaning, 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 the provision of tea/coffee only – no cooking or heating facilities.
- Please leave the kitchen as it was found in a clean and tidy condition.
- All supplies should be provided by the user. Disposable cups are recommended.
- School equipment damaged or lost must be repaired or replaced by the user.
- Supplies/equipment belonging to the user must be removed before 8.30am the following day when the kitchen is required for school use.

### Care and Responsibilities

- The user is responsible for unlocking, locking and securing the building, as arranged with the office.
- The Library is to be let as it was found, eg chairs and 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 leftovers 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 Principal'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, wing curtains
- Lectern, microphone, sound system, data projector
- Two changing rooms with toilets
- Kitchen with hot water, fridge, ovens for heating, server.

### General

- The Hall is let at all times subject to the rules and regulations in force. The conditions of letting may be 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 functions finish in time for cleaning up, locking up etc to be completed by 2am.

### Grand Piano

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

### Hall Kitchen

- The use of the kitchen is permissible, but crockery and cutlery are not available.
- The kitchen is to be left in a clean and tidy condition. A charge will be levied if cleaning is required. The kitchen will be locked unless its use is requested. Arrangements for kitchen use must be made 7 days in advance.
- School equipment damaged or lost must be repaired or replaced by user.

- Supplies and equipment belonging to the hirer must be removed before 8.30am the following day when the kitchen is required for school use.
- All external doors and windows, and the door connecting the kitchen/Hall must be closed and locked.

### **Heating**

- An additional \$25.00 per function, or per day, will be charged for supply of heating if required – notice of at least 7 days in advance is required.

### **Stage Lighting**

- An additional charge of \$10.00 per unit per function if required. Notice of at least 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 to return it to the way it was found.

### **Tables**

- Classroom tables may be available – notice of requirements at least 7 days in advance.

### **Sound system, microphone and data projector**

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

### **Care and Responsibilities**

- The user is responsible for unlocking and securing the building, as arranged with the Office.
- The Hall is to be left as it was found eg 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 sweeping, left overs, 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 Principal's discretion) shall be charged to the user.
- A **bond of \$50 is required with all applications**. Any cost of cleaning, replacement of breakages and the repair of any other damage will be deducted and the remaining bond shall be refunded for 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.

## **GENERAL CLASSROOM USE**

From time to time, during term breaks, classrooms may be made available for hire. Classrooms are 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 2-3 people; use of video conferencing facility at extra cost
- Art room – specialist space with desk seating for 25 people
- Textiles room – specialist room with desk arrangements and sewing machine for 20 people
- Foods 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 - 2x rugby, 1x soccer
- Tennis courts - 3x asphalt, 1 x all weather turf
- netball courts - 2x
- All weather turf for hockey training
- Changing/toilet facilities for outdoor users
- Classrooms adjacent to fields (for classroom use, self – catering)
- External power source – single phase plug available.