



KAIKOURA HIGH SCHOOL

CONDITIONS FOR THE HIRE OF SCHOOL GYMNASIUM

HIRE & BOOKINGS

1. The gymnasium is available for hire from 5.00 pm onwards, Monday to Friday (or earlier if not being used by school teams), and all day Saturday and Sunday.
2. Bookings can be made by phoning or visiting the school during school hours and leaving details of the booking requested with the office. The Bookings Co-ordinator will then confirm all bookings. Bookings should not be regarded as having been made until such confirmation has been received.
3. All booking arrangements cease at the end of a each school term.
4. Kaikoura High School will have priority at all times. At least 2 working days notice will be given if Kaikoura High School requires the gymnasium outside of bookings made..
5. 24 hours prior notice must be given if the hire is not required, or if regular hire is terminated, otherwise hirer is charged accordingly.
6. Hire rates for all facilities are available from the school office and are noted on the reverse of this page.
7. Regular users are to make monthly payment on receipt of account – casual hirers must pay in advance.
8. All hire charges will be subject to annual review by the Board of Trustees and all charges are non-negotiable.

KEYS

1. Keys will be issued for regular users with a bond of \$50.00 (returnable at the end of the hire). The hirer is responsible for: opening up, locking up, ensuring lights and heaters are switched off, and that all windows and doors secured. Keys for casual users must be uplifted and returned to the school office during school hours unless otherwise arranged.
2. Keys to Gymnastic Storage Bay are not available.
3. All keys must be returned at the end of the hireage term.
4. Main door key has access to the telephone in the office in case of an emergency. Caretaker's phone number is by phone in case of vandalism.

CONDITIONS of Hire

1. Gymnasium to be left in a clean and tidy condition.
2. No smoking or alcohol permitted inside the gymnasium or on school grounds.
3. No food to be consumed in gymnasium (including foyer and changing rooms).
4. Only non-marking sports shoes are to be worn in the gymnasium.
5. All vehicles to be left in carparks – **NOT** on school grounds.
6. The hirer is responsible for the behaviour of all members of their group, including spectators.
7. Any damage to property or special cleaning of the gymnasium after use will incur a cost of recovery from the hirer.
8. In the case of keys being lost or not returned a \$50 fee will be charged.
9. Call-out fee for the caretaker or deputy is \$50.00 (open up, lock up, lights left on, etc.) to be paid by the hirer.
10. If the above conditions are not met, future hire of the gymnasium may be terminated.
11. Waiver of liability must be signed for each hire **before** the hire is to proceed.

Date/s of Hire			
Time/s of Hire			
Name of Club			
Name & Address of Key Holder:			
Phone Number:		Key Number	

Signed: _____

Date: _____

FEES FOR GYM HIRE

Hourly Rate

\$15 per hour plus \$1 per person up to a maximum of \$30 per hour.

Lost/Non return of Key

\$50

Caretaker callout

\$50

Damage to gymnasium

Charged at the cost of repairs the school has to undertake.