



KAIKOURA HIGH SCHOOL

CONDITIONS FOR THE HIRE OF SCHOOL FACILITIES

HIRE & BOOKINGS

1. The gymnasium and courts are available for hire from 3.00 pm onwards, Monday to Friday and all day Saturday and Sunday.
2. Bookings can be made visiting the school website where the booking sheet is available to view. Bookings are made by email and 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 or courts 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 documented below.
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. The person the key is issued to is the person who is held responsible for the key.
3. Keys to Gymnastic Storage Bay are not available.
4. All keys must be returned at the end of the hireage.

CONDITIONS of Hire

1. Facilities to be left in a clean and tidy condition.
2. No smoking or alcohol permitted inside any facilities, on school grounds or surrounding private property (see map).
3. School property/gear is NOT part of the hire agreement unless negotiated with the school.
4. No food to be consumed in gymnasium (including foyer and changing rooms).
5. Only non-marking sports shoes are to be worn in the gymnasium.
6. All vehicles to be left in carparks (see map) – **NOT** on school grounds.
7. The hirer is responsible for the behaviour of all members of their group, including spectators.
8. Any damage to property or special cleaning of the facilities after use will incur a cost of recovery from the hirer.
9. In the case of keys being lost or not returned a \$50 fee will be charged.
10. Caretaker can only be called out in case of emergency and will incur a \$50 charge for unnecessary call outs.
11. License to Occupy document must be signed for each hire **before** the hire is to proceed.

If the above conditions are not met, future hire of the facilities will be terminated.

FEES FOR GYM HIRE

Hourly Rate

\$30 per hour

Lost/Non return of Key

\$50

Caretaker callout

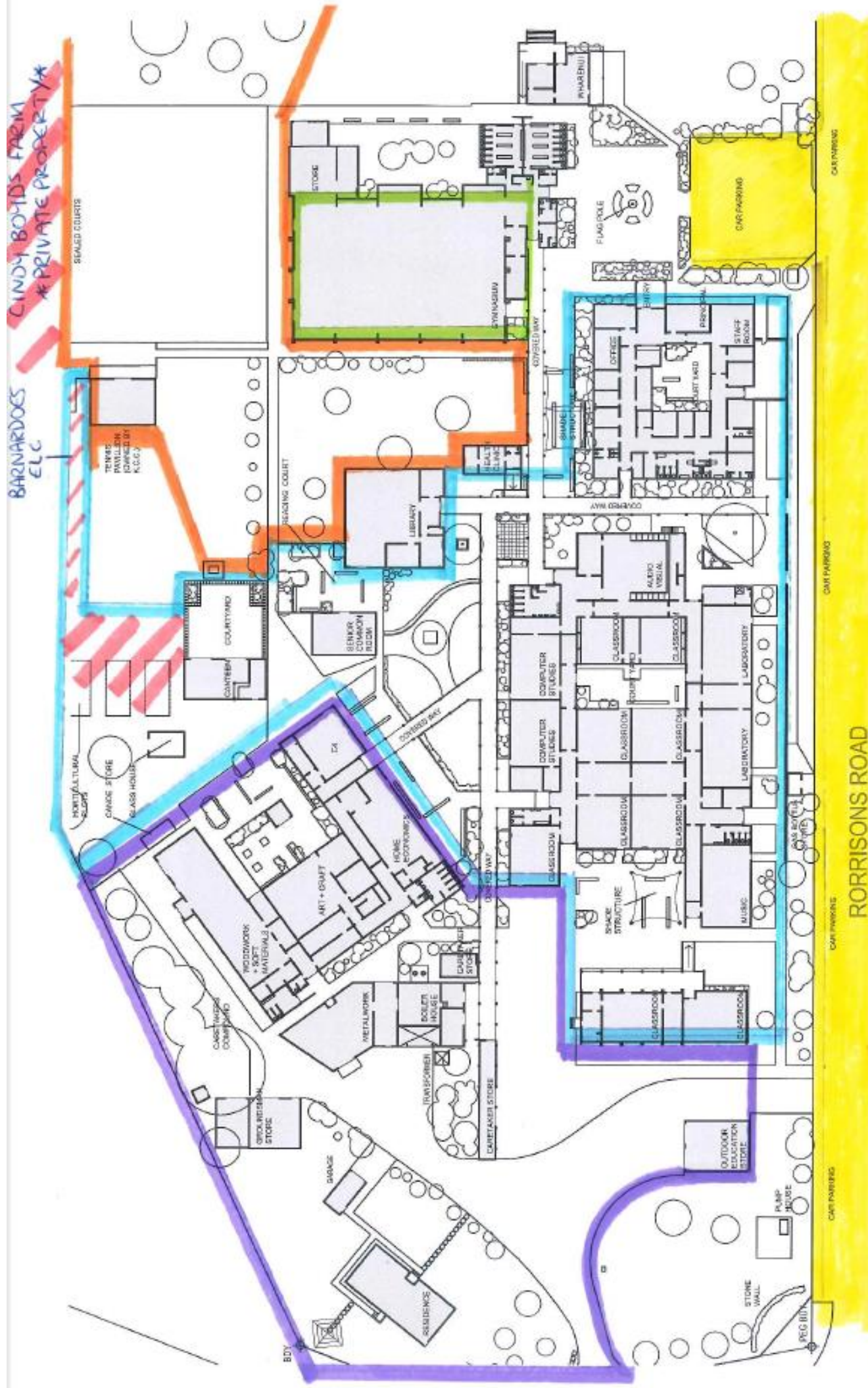
\$50

Damage to gymnasium - Charged at the cost of repairs the school has to undertake.

FEES FOR ROOM HIRE

\$30 per hour, \$50 for half day (3hours) and \$100 full day.

PAVILION HIRE



BARNARDO'S E.L.C.

CINDY BOYDS FARM
PRIVATE PROPERTY

- Out of bounds A/H
- Work site - Avoid
- Courts area of responsibility
- Gymnasium area of responsibility
- Car parking
- Out of bounds (no parking, smoking) or private property

RORRISONS ROAD