

Facilities Hire

Bookings and Conditions of Use:

- All after-hours [booking must be made in writing to the Principal](#).
- [Guidelines must be agreed to](#) and be observed
- Unless prior arrangements have been made with the school, access for School usage takes precedence over outside users.
- All outside users are subject to a bond of \$100
 - Bond is refundable
 - Bond is an instalment on repairs
 - Bond must be repaid (after all repair expenses have been met)

Use of the auditorium, gymnasium and other facilities:

- Please do not move any gear from the equipment bay.
- Bring your own indoor equipment.
- Approved equipment usage, ie. rubber practice balls.
- No hockey sticks or cricket bats/balls.
- Clean Sports shoes only to be worn.
- No sprigs, raised heels, toe or heel plates or street shoes are permitted.
- Please remove loose dirt from footwear on the 'boot-brushes' at the main entrance.
- Food and drink is not permitted in the gym or auditorium. The auditorium provides access to water fountains.
- The facilities must be left as it is found, this applies to seating and equipment.
- Any children brought to the premises must be strictly controlled.

Access, Closing up and Departure:

- Keys must be arranged with the school office/caretaker in school time.
- Floors must be swept by the users before locking up.
- Check/lock double door exits at each end of the gymnasium.
- Switch off lights on wall panel.
- Set security alarm (if appropriate).
- Lock entrance doors.

Hiring the turf:

Users must carry a "Turf" pass.

Passes are [available on completion of this form](#).

Rules of use:

- Clean soft-soled shoes
- No smoking
- No food (including gum)
- No rubbish
- No animals or pets
- No equipment with sharp edges