FACILITY HIRE POLICY

CONDITIONS OF HIRE MULTIPURPOSE ROOM COMPLEX

1. All applications for the use of the Multipurpose Room complex shall be on the form prescribed and signed by the applicant. It shall state the purpose for which the complex is to be used and the hours required and the applicant’s undertaking to comply with the conditions of hire.

2. Where application is made on behalf of an organisation or body of persons, the applicant shall state the name of such an organisation and the authority of the applicant for making such an application. Charges shall be levied as per the current schedule.

3. At the time of hiring the complex, a bond (as set out in the schedule or rates) shall be paid, with the hire fee to be paid either seven days prior to the date of the function, or, if the function is to be held within a period of seven days from the date of the application, the full amount shall be payable with the application.

4. If the complex is not vacated by the agreed time, or is occupied prior to the agreed time, the hirer shall pay an additional amount to the School to cover the extra time and other associated costs.

5. No obscene or insulting language, disorderly or illegal behaviour or damage to property shall be permitted in any part of the building or its surrounds. Offenders may be removed from the premises.

6. The hirer shall indemnify the State of Victoria, the Department of Education, the Moe (Albert Street) Primary School Council and any of their employees or volunteers against any claim that may arise out of the use of the complex by the hirer.

7. If any function is cancelled prior to the commencement, at the discretion of the School Council or the School Principal, the hire fee may be refunded in full or part.

8. The hirer shall only be entitled to use of the particular part or parts of the building and facilities hired. The College Council retains the right to let any other portion of the complex for any other purpose or purposes at the same time.

9. No portion of the building hired shall be sub-let or any tenancy transferred or assigned.

10. It shall be at the discretion of the School Administration to refuse to let the complex in any case; and notwithstanding that the complex may have been let or that the conditions may have been accepted and signed and the fees and the deposit paid, School Administration shall have full power if it sees fit to cancel such letting and direct the return of the fee to cancel such letting and direct the return of the fee and deposits so paid and the hirer hereby agrees in such case to accept the same and to be held to have consented to such cancellation, and to have no claim at law or in equity for any loss or damage in consequence thereof.

THE HIRER SHALL
- Leave the Multipurpose Room complex clear and tidy ready for the resumption of normal school duties.
- Brooms, mops and vacuum cleaner will be supplied for specific use of hirer, located in the storage space in the complex.
- All rubbish to be removed or placed in bins situated in the foyer and hall area.

If any potential hirer is unhappy with the School Administration decision not to let the complex, they may approach the School Council with their grievance.

10. The floors, walls, or any part of the complex, or curtains, fittings or furnishings shall not be broken, pierced by nails or screws or in any other way damaged, and no notice signs, advertisements, scenery, fittings or decorations of any kind shall be erected in the building or attached to or affixed to the walls, doors or any other portion of the complex, curtains, fittings or furniture without prior consent of the School Administration.

11. SMOKING IS NOT PERMITTED IN OR ON GOVERNMENT BUILDINGS OR GROUNDS.
12. NO LIQUOR CAN BE CARRIED ONTO OR CONSUMED ON THE COLLEGE PREMISES WITH THE EXCEPTION OF LIQUOR PROVIDED UNDER THE AUSPICES OF THE COLLEGE CATERING GROUP.

13. Sale of food will only be allowed by the School Canteen or the School Council Fundraising Subcommission Catering Group unless written agreement of School Council has been obtained. THERE IS ALSO A STRICTLY NO CHEWING GUM POLICY IN PLACE.

14. The hirer is required to take out Public Liability Insurance cover. Evidence of such cover must be presented with the hire application.

15. The hirer of the complex shall not do or neglect to do or permit to be done or leave undone any things which affect the School’s insurance policy and the hirer agrees to indemnify School Council to the extent of cost to any such policies which may be affected through any such act of commission or omission.

16. Neither the State of Victoria, Department of Education, Moe (Albert Street) Primary School Council or its servants shall be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies the State of Victoria, Department of Education and Moe (Albert Street) Primary School Council against any claim by any such person, firm or corporation in respect of such article or thing.

17. Exits and passageways are not to be obstructed at any time.

18. No animals shall be allowed in the building or its precincts without the consent of School Council.

19. No signs may be displayed outside the complex giving advance notice of functions without the consent of School Council.

20. No game of chance at which either directly or indirectly, money is passed as a prize shall take place in any portion of the complex without the prior approval of the School Council and then only in accordance with the Lotteries, Gaming and Betting Act.

21. The hirer shall be responsible that he/she has duly registered his/her entertainment with the Taxation Department and the appropriate Copyright Authorities.

22. Sale of goods or merchandise will not be permitted without written approval from the School Council.

23. No chairs, tables or other furniture shall be removed from the complex at any time without prior approval by School Council.

24. The hirer shall be responsible for the full observance of these conditions and for the maintenance and preservation of good order in the complex and in the approaches thereto throughout the whole duration of the hiring. Where the School Council deems it necessary the hirer will ensure that an adequate number of Licensed Crowd Controllers are provided to maintain good order in the complex and its surrounds.

25. Any person committing a breach of any one or more of these conditions may be expelled from the complex.

26. In the event of any dispute or difference arising as to the interpretation of these Conditions, or of any matters contained therein, a decision of the School Principal thereon shall be final and conclusive.

RATES OF HIRE
The fees and miscellaneous charges for the use of the complex and ancillary facilities shall be in accordance with the current schedule.