



HIRE OF COLLEGE HALL POLICY

Related Policies

Hall Protocols Policy

Policy

The hire and subsequent use of the Carroll College Hall by community groups is seen as providing a valuable service to these groups. It also promotes the college within the wider community, potentially offering activities that may directly benefit members of our college community.

Procedures

HOW TO HIRE FACILITIES

- 1. Obtain an Application Form**
One is included with this Policy document. These are available from the Carroll College Front Office and are also available on the Carroll College website.
- 2. Visit the College**
Visit the college to ensure you are familiar with the available facilities. You will need the Principal or College Bursar to show you the available space and sign your application. Please telephone the Front Office on 44715600 to organise a suitable time to inspect the facilities.
- 3. Obtain a Public Risk Insurance Cover**
This is required to protect you and the school against any claim which may arise from the activities you are organising.
- 4. Return the Completed Application Form with Copy of Public Risk Insurance Policy**
- 5. Payment for Hire**
Payment for the hire of hall must be made seven days in advance. This can be done at the time you lodge your application form with the college. Payment is made to 'Carroll College'.

If you wish to make a permanent reservation, payment is required a month in advance. Details of the booking should be forwarded to the college with your payment at least seven (7) days before the last payment expires. This reservation is forfeited if you do not pay on time.

Alternatively, the Principal may require special arrangements to be made for payment.

Cleaning Bond: At discretion of the Principal
Exempt Bodies: Carroll College Community Council

Commercial Rate: Exercise Classes
Sporting Groups
Holiday Programs

- 6. How to Change Your Booking**
If you decide to cancel or change a booking you must provide details of the change in writing to the Principal.

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To obtain a refund of any deposit paid, cancellation must be received in writing at least 48 hours prior to the reserved hire.

Long term bookings may have special cancellation arrangements.

7. The School reserves the right to use the hall for College or parish purposes. It must notify the hirer in advance.

CONDITIONS OF HIRE

Carroll College Hall is available for hire on an hourly or daily basis. Arrangements are available for both single events or regular (weekly, monthly or scheduled) dates. College functions take priority over all bookings. Carroll College expressly reserves the right to cancel any booking for a function should the hall be required for a College function. The college will provide as much notice as possible should this become necessary. Another area of the college may be offered in lieu of cancellation.

Hirers must terminate activities at the conclusion of the approved hiring session and vacate the area in a reasonable time.

Regular (permanent) bookings are for a school calendar year only and must be renewed at the commencement of each school year. Fees will be reviewed annually.

Any request to hire facilities is not considered to be accepted by the college until a copy of the request form, signed by the Principal, is returned to the prospective hirer. The proposed activities must be in keeping with the values and ethos of Carroll College.

LICENCE AGREEMENT

The hirer must sign a copy of the Conditions of Hire and provide a copy to the Principal of Carroll College prior to obtaining entry to the hall.

ACCESS

Approval to hire the hall does not give the hirer right of entry to any other part of the college area, the use of college services, other than in accordance with the terms of hire of the hall, or the right of entry on to college grounds, other than by reasonable approach to the hall.

The Principal or her representative shall at all times, notwithstanding any hiring, be entitled to free access to the facilities hired.

Carroll College expressly reserves the right to immediately cancel any function should the hirer or the hirer's invitees not conduct themselves in an appropriate manner or in accordance with these conditions.

KEYS

A key deposit of \$25 will be paid by the Hirer. This fee is refundable when keys are returned to Carroll College Front Office. Should any key be lost, the Hirer is to immediately report the loss to the Front Office at Carroll College. The Hirer will pay for the replacement cost of any keys and the cost of replacing all hall door locks. As the hall locks are part of the College's Master Key System the cost for replacement will be significant. The Hirer is not authorized to duplicate keys. Keys are not transferable (keys are issued to an individual not a group). Keys are not to be tagged with the name of the college.

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ENDORSEMENTS

No approval or endorsement by Carroll College is implied in accepting a fee for hire of college facilities, and unless agreed in writing, no approval or endorsement by the college shall be advertised or implied.

CANCELLATION

Any agreement for the hire of college facilities may, at any time, prior to the date for which it is hired, be cancelled by the college Principal and all monies paid by the Hirer returned. Neither the Principal nor Carroll College shall be held liable by the hirer for damage or otherwise arising from such a cancellation.

To obtain a full refund of any deposit paid, cancellations must be received in writing at least 48 hours prior to the reserved hire. No refund is payable if cancellations are made less than 48 hours prior to the reserved hire. Postponements are acceptable only if an alternative available date can be negotiated. This condition may be waived in exceptional circumstances at the sole discretion of the Principal.

Hirers will be held strictly liable for any damage caused to any buildings, fittings, fixtures, furniture or equipment. The hirer agrees to pay the cost of replacement, rectification or repair as may be the case in full to Carroll College within seven days of a quotation being provided by a qualified tradesperson.

RELATIONSHIP

This agreement does not create the relationship of landlord and tenant between Carroll College and the hirer.

SUB-LETTING

'Any purported sub-letting, sub-licensing, sub-hire, or similar arrangement, of all or any part of the Carroll College Hall, or any purported assignment of any rights created under this agreement by the hirer is prohibited and invalid. Any person coming on to the premises under such an arrangement will be considered a trespasser, and the hirer will forfeit their right to the hire agreement immediately.'

SECURITY

The hirer will nominate a person in writing, who shall be delegated to collect the appropriate keys from the college and to ensure that all lights are switched off after the function and that all doors, windows and alarm systems are secured before leaving the area. The college reserves the right to pass on any costs incurred (such as security call out fees) as a result of not complying with these conditions.

INSURANCE

The college insurance policies cover only those functions and activities which are directly associated with the college. It is a requirement that hirers of college facilities ensure that public liability cover and other insurances that may be required are arranged independently of the school. The hirer **MUST** provide to Carroll College a copy of any such insurance policy. Carroll College expressly reserves the right to refuse access to the hall should a current Certificate of Insurance or adequate Certificate of Insurance not be produced.

CLEANING

The cleanliness of the college and its surrounds is a prime consideration and all users of college facilities must undertake to leave them in a condition acceptable to the Principal.

All chairs, tables etc must be returned to their original position after use.

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Therefore if required, after each function the college contract cleaner may be asked to inspect the areas used, and if necessary to do such work as deemed appropriate to reinstate the college to the acceptable standard. If there is any additional cost involved it must be paid by the hirer.

Basic cleaning materials and products may be provided by Carroll College. The hirer should ensure they enquire where such materials are located prior to any function.

The College rubbish removal facilities do not have the capacity to hold refuse generated by non-curricular activities. The hirer is therefore required to remove all and any refuse at the conclusion of activities, unless prior arrangements are made with the Principal. Should it be necessary for Carroll College to have refuse removed the hirer agrees to accept responsibility for any cost incurred and pay such amount to Carroll College within 7 days of notification.

Where deemed appropriate by the College Principal, a bond may be required to cover anticipated cleaning or restoration costs. This requirement, including the amount of the bond, is at the discretion of the Principal.

HIRER'S RESPONSIBILITIES RELATING TO EQUIPMENT AND CONDITION OF PREMISES

At the end of each period of hire and upon termination of the Agreement, the hirer will ensure that:

1. The premises, including machinery are left in a clean and tidy condition.
2. The equipment, including tables and chairs, are stored in the correct manner.
3. All equipment and machinery, excluding fridges, are to be turned off at power points.
4. All windows locked.
5. Doors locked .
6. All decorations, displays etc removed from the premises.
7. All rubbish removed and taken from the premises, or placed in the appropriate external bins

PROHIBITED ACTIVITIES

No alcohol shall be brought into or consumed in the grounds of the college or its buildings without the express permission of the Principal. If the hirer intends to allow the sale of alcohol, they will obtain the appropriate permit or license which must be presented to and sighted by the Principal no less than fourteen days before the hire period. Alcohol is not to be consumed or sold to children under the age of eighteen years.

Smoking is not permitted on any part of the college grounds or in any part of the college buildings as per the Catholic Education Commissions Policy (23.11.91)

If a hirer has any doubt concerning the acceptability of a proposed activity, it is in their interest to check with the College Principal prior to undertaking hire of the facility. There shall be no obligation to refund any advanced fees of a hiring if cancelled because proposed activities are found to not be in keeping with Carroll College values and ethics.

The hall hired for 18th or 21st birthday parties.

LIABILITY FOR DAMAGE TO FACILITIES

No person shall alter or remove any equipment, fitting or furniture without the permission of the Principal.

The floors, walls or any part of the College must not be written on, decorated, placarded or cut, broken, pierced by nails, screws or other fixings, and hirers are held liable for any damage caused by them or associates.

Hirers are held liable for any damage incurred because of improper use of the buildings, fittings, furniture or equipment.

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ADDITIONAL

Carroll College will not enter into any hire agreements with persons under the age of eighteen.

Carroll College expressly reserves the right to require the service of registered security guards for any function that it deems necessary at its sole and absolute discretion. The hirer must provide written proof of the engagement of such security services to the Principal of Carroll College or such other authorised representative no later than seven days before date of hire. Activities undertaken by the Carroll College Community Council are generally exempt from fees.

FEES AND CHARGES

Fees and Charges as at January 2013 and are inclusive of GST. Fees are subject to change without notice.

Community Use – Church group, Volunteer organisation, etc,
\$33.00 per hour
\$110.00 per day (9.00am – 3.00pm) * by negotiation with the Principal
\$110.00 per night (5.00pm – 10.00pm) * by negotiation with the Principal

Commercial Use – exercise class, sporting groups, seminars, etc
\$55 per hour
\$200 per day (9.00am – 3.00pm) for regular (monthly) bookings
\$220 per night (5.00pm – 10.00pm) * by negotiation with the Principal

Equipment - Sound System	By negotiation with the Principal
Equipment – Projector	By negotiation with the Principal
Equipment - Chairs	\$16.50 (per 50 chairs) (set up/pack up of chairs is the responsibility of the hirer.
Cleaning Fee	\$220.00 for major functions (example: evening function, weddings, conferences, bands, performances)

All fees are inclusive of GST and may be changed at any time by the Principal or Carroll College Community Council at the end of a contract period or with 60 days' notice.

I HAVE READ, UNDERSTOOD AND ACCEPT THE TERMS OF THE ABOVE AGREEMENT

Name: _____

Address: _____

Signature: _____

Date: _____

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APPLICATION FOR HIRE OF CARROLL COLLEGE HALL

Name of Organisation: _____

Purpose of Booking: _____

Insurance Details: _____
(please attach copies of current public liability policy)

Special Conditions: _____
(eg liquor licence)

Casual Booking: Date(s) required _____

OR

Time – From _____ to _____

Regular Booking: Day of Week _____ Time _____

Day of Month _____ Time _____

Indicate if required: School Holidays Yes/No
Public Holidays Yes/No

Deposit/Bond A deposit/bond of \$ _____ is attached to reserve this hire request.

This application must be lodged with the Principal, Carroll College, Broulee, at least 7 days before the anticipated booking.

If this application is approved, I _____ undertake on behalf of my organisation that I have read and agree to comply with the conditions attached to this form.

Applicant's Name _____

Address _____

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Position held in organization

Telephone contact

(BH) _____ (AH) _____

Signature

_____ Date _____

Office Use:

Application is supported/not supported:

_____ Date _____
Principal

Principal

Date

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