



**HELENA RIVER**  
WALDORF SCHOOL

## **FACILITIES HIRE POLICY**

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## 1 INTRODUCTION

The information in this policy summarises Helena River Waldorf School's (the School) protocols for the hire of school facilities.

## 2 SCOPE AND APPLICATION

This policy applies to all employees, parent groups, community groups, local organisations, visitors and clients of Helena River Waldorf School that may wish to hire the school facilities. The use of the word child/children in this policy refers to students in the context of the school environment.

## 3 POLICY

- a) Helena River Waldorf School facilities may be hired on an hourly or daily basis.
- b) Arrangements are available for ad-hoc or on a regular basis (weekly, monthly or scheduled dates).
- c) The proposed activities must be aligned with the School's values and ethos.
- d) School functions and operations take priority over all bookings. The School will provide as much notice as possible if there is a need to cancel or change a booking. Another area of the School may be offered in lieu of cancellation.
- e) All requests to hire the School facilities must be submitted to the Principal in writing. A standard application form, appended, is available for this purpose.
- f) Any request to hire facilities is not considered to be accepted by the School until a copy of the request form, signed by the Principal, is returned to the prospective hirer.
- g) Hirers must terminate activities on conclusion of the approved hiring session and vacate the area promptly. Set up and pack down must be done within the approval hiring session.
- h) 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.


## 4 REFERENCES

Related Documents	<ul style="list-style-type: none"> <li>• Code of Conduct Policy</li> <li>• Occupational Health &amp; Safety Policy</li> </ul>
Related Legislation	
Appendices	<ul style="list-style-type: none"> <li>• HRSS Facilities Hire Agreement</li> </ul>

## 5 APPENDICES

### APPENDIX 1

OFFICE USE ONLY—Booking reference number:



HELENA RIVER  
WALDORF SCHOOL

## HAZELMERE CAMPUS: FACILITIES HIRE AGREEMENT

*For the provision of approved services only*

### 1 Hire Details

Name of Hirer/Organisation

Contact name for booking

Postal address

Telephone number

Email address

### 2 Billing Details

ABN

Same as above

Contact for billing

Postal address

Telephone number

Email address

### 3 Event Details

Event name

Nature of event

Select space/s to use

<input type="checkbox"/> Music room	<input type="checkbox"/> Classroom
<input type="checkbox"/> Woodwork room	<input type="checkbox"/> Outdoor grounds
<input type="checkbox"/> Craft yurt	<input type="checkbox"/> Other <input type="text"/>

Services needed

<input type="checkbox"/> Toilet block	<input type="checkbox"/> Cups, tea/coffee supplies, kettle etc
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Keys to gate and hired building/s

Any other requirements

### 4 Booking Details

Date/s  From  To

or

Duration if more than one day

Time required incl set up/pack down

### 5 Booking Confirmation

To confirm your booking: Helena River Waldorf School must receive a completed Facilities Hire Agreement form including Conditions of Hire, signed by the applicant. Upon the Principal approving, signing and returning the Agreement to the applicant, a deposit of 10% of total Hire Fee plus Security Bond (if applicable) must be paid and confirmed in writing to the school.

HRWS Bank Account	Total Hire Fee = Security Bond = 10% Hire Fee Deposit = Outstanding Hire Fee Balance =	Date due:
BSB 633 000		Date due:
Account 152498994		Date due:
Reference: HRWS Facilities Hire (+hirer name)		Date due:

### 6 Hire Agreement

If the above booking is approved, I hereby understand and agree to comply in all respects with the Helena River Waldorf School's Conditions of Hire (below).

Signed by Hirer  Date

Signed by Principal  Date

HRWS Hazelmore Campus: Facilities Hire Agreement - updated 20 Jun 20

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## HAZELMERE CAMPUS: FACILITIES HIRE AGREEMENT

### CONDITIONS OF HIRE

Please read these Conditions of Hire carefully and sign each page.

#### 1 Booking

- 1.1 Applications for hiring Helena River Waldorf School (the School) premises are made to the Principal of the School on the Facilities Hire Agreement form supplied by the School's Reception (or on a link provided by Reception); email [reception@hrss.wa.edu.au](mailto:reception@hrss.wa.edu.au) for details.
- 1.2 The School may require the hirer at any time to supply a detailed written description of all activities to be conducted on the premises during the period of hire.
- 1.3 The booking will not be considered effective by the School until:
  - 1.3.1 a copy of the completed Facilities Hire Agreement form, signed by the Principal, is returned to the prospective hirer; and
  - 1.3.2 the specified Deposit when applicable (or a bank remittance advice) is received by the School.

#### 2 Hire Fee

- 2.1 The Facilities Hire Fee payable by the hirer shall be set by the School and will be in force at the time of the hirer's use of the approved facilities.
- 2.2 The hirer shall pay to the School a deposit of 10% of such Hire Fee to secure an approved booking, and at such time as the School specifies.
- 2.3 The hirer shall pay the balance of Hire Fees at such time as determined by the School.

#### 3 Security Bond

- 3.1 In certain circumstances, the hirer may be required to pay an appropriate Security Bond, to be determined by the School. This Bond will be added to the Facilities Hire Fee.
- 3.2 The School will return the Security Bond to the hirer within 30 days of the accepted date/s of hire via Electronic Funds Transfer (EFT), subject to a site inspection undertaken by the School to ensure the facilities were left in an acceptable condition and no damage or loss to the facilities occurred.
- 3.3 The hirer agrees to pay the School for any damage, loss or cleaning costs that exceed the Bond amount.

#### 4 Cancellation

- 4.1 The School may cancel a booking at any time, including on short notice, and will not be liable to the hirer for direct or indirect losses.
- 4.2 Where notice of cancellation is given by the hirer to the School not less than three business days before the time for which the premises are booked, such notice must be given in writing (email acceptable) and any deposit paid by the hirer shall be refunded by the School.
- 4.3 Where notice of cancellation is given by the hirer less than three days before the time for which the premises are booked, any deposit paid by the hirer shall be considered by the School to be forfeit, unless the Principal determines it to be refundable.

#### 5 Insurance

- 5.1 The hirer, its servants, agents or invitees are indemnified by the School's Public Liability provisions as long as the hirer provides the services described in their application and approved by the Principal.
- 5.2 For any losses, expenses, liabilities, claims and damages to the School's property incurred as a result of or arising out of the hiring of the premises whether caused by any act or omission of the hirer, its servants, agents, or invitees must be covered or reimbursed by the hirer.

#### 6 Publicity

- 6.1 The hirer shall not issue any advance publicity to the use of the premises before receipt of written confirmation of the hiring by the School as referred to in Clause 1.3 of these conditions of hire.
- 6.2 The hirer shall not make any statement in any advertisement which directly or indirectly falsely implies that the use for which the premises are hired is conducted or promoted by the School, unless expressly approved in writing prior to the start date of the event, by the Principal.
- 6.3 The hirer shall not display any poster or advertisement in any part of the premises or grounds of the School without prior written approval from the Principal.

#### 7 Observance Of Laws And Policies

- 7.1 The School will provide the hirer with information relevant to the hirer complying with site-specific observance requirements, including applicable policies, parking, traffic management, and building access and security.
- 7.2 The hirer shall comply with the provisions of all applicable School policies, City of Swan By-laws, Statutes and Regulations, and with the provisions of all Acts and Regulations applicable to the hirer, including the *Work Health and Safety Act*, the *Health Act*, the *Local Government Act*, and shall indemnify and keep indemnified the School against all losses, expenses, liabilities, claims and damages incurred as a result of the hirer's breach of any such Act, By-law, Statutes or Regulations.
- 7.3 The hirer shall indemnify and keep indemnified the School against all losses, expenses, liabilities, claims and damages incurred by the School for infringement of copyright arising from the hirer's use of the premises. The School is under no obligation to ensure, prior to the use of the premises, that the activity for which the premises are hired does not infringe copyright.
- 7.4 The hirer shall not admit patrons to the premises who have not been invited by the hirer.

Signed: (Hirer)  Date:

#### 8 Good Order

- 8.1 The hirer shall be responsible for the maintenance of good order in and around the premises during the period for which the premises are hired and report any losses or damages to School by the close of business on the departure date identified in the hirer's approved Application form.
- 8.2 The hirer shall comply with any instruction by any officer of the School to the maintenance of good order and compliance with these conditions in and around the premises.

#### 9 Staff

- 9.1 In the case of the hirer hiring the School's Woodworking room, its materials, facilities and equipment, the School will employ, on behalf of and at the expense of the hirer, specialist staff the School determines necessary for the purpose of such hiring.
- 9.2 All setting up or dismantling of the hirer's personal equipment shall be carried out by the hirer and in a manner that complies with all occupational safety and health provisions.

#### 10 Alteration Of School Facilities

- 10.1 Any alterations of the School's normal furniture, chattels or seating, shall be made only with the *written* consent of the Principal and at the hirer's expense.
- 10.2 Any such alterations must be returned to their original location and layout by the end of the Facilities Hire period.

#### 11 Damage To Premises And Equipment

- 11.1 The hirer shall be responsible for leaving the premises clean and tidy at the conclusion of the hiring and the School may carry out at the expense of the hirer such cleaning or other work as may be required to restore the premises to a satisfactory condition.
- 11.2 Excepting fair wear and tear, the hirer shall be liable to the School for any damage to premises, or any fittings, equipment, furniture, carpets or other property therein, which occurs during the period of the hiring.

#### 12 Liquor And Refreshments

- 12.1 The hirer shall not *bring* or sell any liquor, beverage, food or refreshments on any part of the premises hired unless specifically approved as part of the above application by the Principal or an authorised officer nominated by her/him.

#### 13 Retention Of Monies

- 13.1 The School may retain any monies paid by the hirer, or received by the School on behalf of the hirer, until the hirer has paid to the School all sums due from the hirer to the School.

#### 14 Disputes

- 14.1 Any dispute between the hirer and the School arising from or in relation to any hiring of premises or from the terms of the Conditions of Hire shall be submitted to arbitration by a person appointed by the Board of the School and the decision of the arbitrator shall be binding on the hirer and the School.

#### 15 Application Of The Conditions Of Hire

- 15.1 The School reserves the right to amend or delete any of the conditions of hire as outlined above or to add extra conditions provided that the hirer is notified three days prior to the event start date nominated in the above application. The applications of the various conditions may therefore vary from hirer to hirer as the School in its sole opinion considers necessary.

#### SUBMIT FORM

On completion of this Facilities Hire Agreement application, submit via email to [principal@hrss.wa.edu.au](mailto:principal@hrss.wa.edu.au) or deliver a printed copy to the Administration Office at Helena River Waldorf School, 13 Stirling Crescent, Hazelmere

Signed: (Hirer)  Date: