



### BOOKING THE HALL

1. A request to book the use of any part of the Hall must be made through the Principal or Assistant Principal.
2. At the time of lodging the request, the date and time will be recorded. The booking will be confirmed on the lodgement and completion of the hire agreement, the undertaking agreement, and payment of a refundable deposit of \$300. If the documents and deposit are not lodged within 7 days, another booking may be made to someone else. Evidence of a public risk insurance policy is also required before permission will be granted.
3. Cancellation of a booking must be notified at least 30 days prior to the intended date of use; failure to comply may result in forfeiture of the deposit.

### HALL USAGE

#### The Hirer shall -

1. Nominate a person responsible for opening and closing the hall who shall remain in attendance for the period of the hire and accept the responsibility for ensuring that the terms of the hire agreement are adhered to.
2. Obtain such permits and authorisations as may be legally required for the conduct of the intended activity and observe any provisions contained therein.
3. Take due care of all facilities including paintwork, furnishings, fittings and equipment. No items are to be removed from the premises without prior authorisation from, or on behalf of the Principal. The hirer shall be responsible for the replacement or repair associated with any loss or damage during the period of hire, other than fair wear and tear.
4. Ensure that they have access to the appropriate skills for the safe and proper operation of any equipment, including light and sound equipment.
5. Ensure that the Hospitality Kitchen area is not used by any persons during the period of hall hire.
6. Use no electrical equipment other than that supplied without first gaining approval to do so.
7. At all times entitle the Principal and/or representative of School Council or authorised representative to free access to every part of the building notwithstanding any hiring.
- 8. Ensure that the first person to enter the building immediately turns off the alarm system - \$200 penalty will be incurred if security is called.**
9. Be responsible for leaving the hall in a condition such that it is useable by the school for normal purposes. Specifically, this will involve
  - Removal of decorations and property not belonging to the Hall.
  - Place all rubbish in the containers provided.
  - Restoration of furniture to its normal place in the Hall, or elsewhere as otherwise agreed.
  - Sweeping or mopping the floor.
  - Wash, dry and put away all kitchen utensils, empty all hot water urns, wipe down benches and sinks, and ensure all ovens, refrigerators and other equipment is left clean.
  - Extinguish lights when vacating the premises.
10. On leaving the hall, check that everyone has left, the building is locked and all equipment turned off and that the **alarm system is switched on immediately before leaving the building.**

11. Return the keys promptly to the College during school hours.
12. If furniture from a classroom is required, it must be obtained between 3:30 pm and 5:00 pm at which time the alarm system comes on. It must be returned between 7:30 am and 8:45 am on a school day ready for classes.
13. **It is an Education Department Regulation that the school grounds are a smoke and vape free zone. It is illegal to smoke or vape on school grounds and within 4 metres of the school boundary. It is the responsibility of the hirer to enforce this policy.**

**Special clause: As Dimboola Memorial Secondary College is a BARR (Bushfire At Risk Register school), the Department of Education and may close the school on days of Catastrophic or Extreme fire danger. If the facility is booked on a day when this occurs, the school will take NO responsibility for alternative arrangements regarding venue hire.**

**The Hirer shall not:**

1. Allow the premises to be used for any illegal or objectionable purpose nor do anything or permit anything to be done on the premises which is an annoyance or nuisance to adjoining occupiers.
2. Permit anything to be done on the premises nor bring or allow to be brought on to the premises, anything which may in any way invalidate or violate the conditions of any existing insurance policy.
3. Affix to any part of the Hall any object which will mark or damage the Hall.
4. Use any portable cooking appliance in any part of the Hall other than the Canteen Kitchen, without the express permission of the College Council.
5. Sublet the hall during the period of the Hire.
6. Permit any vehicle to be driven or parked other than on or in asphalt parking areas or roadways.

## **AVAILABILITY OF THE HALL**

First priority for the use of the Hall will be for school programs. Unless otherwise agreed, the hall will not be available for hire until 3.30 pm on any school day.

## **RESPONSIBILITIES OF THE COLLEGE**

1. To ensure that the hall and associated facilities are in a clean and tidy state at the commencement of the period of hire.
2. To ensure that all equipment provided for use is in proper working order.
3. To ensure that a minimum of 200 individual chairs available to the hall.
4. To provide access to such additional furniture needed for the conduct of the activity as is readily available, subject to suitable arrangements with individual hiring.
5. Provide appropriate advice regarding the operation of the security alarm system.

## HIRE CHARGES

The scale of charges for use of the hall for individual functions is as follows:

### Main Hall

When alcohol is consumed	\$250
When no alcohol, is consumed	\$150
Canteen Kitchen	\$150
Use of public address system and/or stage lighting	\$ 20

### Hall Annexe

When alcohol is consumed	\$150
No alcohol consumed	\$100

Activation of the security system due to failure to follow correct procedures: \$200

**Public Liability Insurance through the College \$ 32**

For activities requiring the use of the hall on a sessional basis the charge shall be \$20 per hour.

## FORFEITURE OF DEPOSIT

A deposit of \$300 is payable at the time of making the booking and the deposit will be forfeited if one or more of the following occurs:

- A booking is cancelled with less than 30 days notice and this has resulted in either a loss of income or needless expense on the part of the College.
- Any damage to school buildings, furniture or equipment results from the activities associated with the hiring of the hall.
- The hall is not left in a state suitable to be used by the school for normal purposes.
- The security alarm system is activated as a result of failure to follow correct procedures.

## VARIATION

The Dimboola Memorial Secondary College Council reserves the right to vary these charges and conditions as it deems appropriate.

**Policy reviewed and ratified by DMSC School Council May 2024 and will be reviewed in May 2025.**

**DIMBOOLA MEMORIAL SECONDARY COLLEGE**  
**HALL HIRE AGREEMENT**

This form is to be returned to DMSC accompanied by \$300 deposit.

HIRER.....  
(Individual/Group/Organisation)

Name of person responsible.....

Address.....

Telephone .....

Date Required .....

Anticipated duration of use: From.....To.....

Nature of the Activity  
.....

Does the activity involve the consumption of alcohol ? **YES / NO**

What access to the Hall, if any, is required prior to the activity for the purpose of preparation?  
.....

Please indicate below the facilities required:

- |                                |                          |
|--------------------------------|--------------------------|
| Main Hall ...                  | <input type="checkbox"/> |
| Canteen Kitchen                | <input type="checkbox"/> |
| Public Address system/Lighting | <input type="checkbox"/> |
| Annexe                         | <input type="checkbox"/> |

Other requests  
.....

.....  
I accept and agree to abide by the conditions set out in the Hall Hire policy, the hire agreement and the Undertaking to use school facility documents.

Signature of person responsible .....

Date .....

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**OFFICE USE ONLY**

Approved by Principal \_\_\_\_\_

**UNDERTAKING REQUIRED BY DIMBOOLA MEMORIAL SECONDARY COLLEGE COUNCIL (DMSC) AS  
CONDITION FOR ALLOWING INDIVIDUAL/S AND/OR ORGANISATIONS TO USE COLLEGE PROPERTY.**

In consideration of the College Council of Dimboola Memorial Secondary College having, pursuant to the Education (School Councils) Act 1975 agreed, subject to it being given these undertakings to authorise:

**NAME/ORGANISATION:** \_\_\_\_\_

to use the following college property \_\_\_\_\_

on the date/s of \_\_\_\_\_ for the purpose of \_\_\_\_\_

\_\_\_\_\_

I undertake

- to pay the charge, if any, levied by the college council, or in connection with the use of the college property, and to leave the college property and all furniture and equipment used in a fit state of cleanliness and tidiness for the resumption of school work, and in the event of damage occurring to any of the college property, furniture or equipment while it is being used, to pay to the College Council the cost of making good the damage and I agree to accept the decision of the college council on the extent of any such damage.
- to ensure that all legal requirements for the conduct of the function are complied with.
- to take out public risk cover in respect of the function.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

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The attention of user(s) is draw to the following statement regarding liability for negligence.

**LIABILITY FOR NEGLIGENCE**

The Education (School Councils) Act 1975 provides for college councils to be constituted by the Governor in Council. When a constituted council is carrying out its functions under and in accordance with the Act, the college council represents the Crown. All activities authorised by the College Council must be ratified by a college council minute. With this provision the members and employees of a council are well protected against liability for damages arising from negligence while performing their functions as agents or servants of the Crown. This means that College Council members are not liable individually for any such damages.

Where a function is conducted by a body other than the college council, **public risk is the responsibility of the organisers of such functions.** College Council makes the taking of public risk cover a condition of use of college premises.

College Council may use its powers as agent and servant of the Crown by sponsoring community education programs and thus avoiding the need for public risk cover and liability situations.

This statement means that all persons or groups which conduct activities which are not College council activities **must arrange insurance cover** either through Jardine Australia Broking Service (the College is an agent) or with another service of your own choice. **Evidence must be provided of adequate insurance cover prior to this permission being granted by College Council.** Cost is \$32.00.

### **HIRER'S CLEANING RESPONSIBILITY**

The facility must be left in a condition such that it is useable by the school for normal purposes.

1. Remove decorations
2. Restore school furniture to its normal place.
3. Sweep and wash the floors.
4. Place rubbish in bins specifically provided for hirers use.
  - general rubbish into green bins.
  - take bins to tip and empty prior to Monday morning (\*See Below)
5. Clean exterior smoking areas of butts.
6. Canteen Kitchen
  - wash dry and put away utensils
  - empty hot water urns.
  - wipe benches/sinks.
  - ovens, refrigerators etc left clean.
7. Flush all toilets.

On completion

- **TURN OFF LIGHTS**
- **CHECK ALL DOORS**
- **TURN ON ALARM SYSTEM**

**\*PS:** If you wish the College to remove the rubbish bins to the tip for emptying you can pay a fee of \$50. If you wish to do this yourself and save \$50 please make sure you tell us at the time the hiring agreement is signed.

**DMSC HALL BOOKING/HIRE CONTRACT/CHECK LIST**

- Green seats stacked in storeroom (Annexe) Y
  
- Tables stacked in Annexe storeroom (stage side wall) Y
  
- Floor washed. Y
  
- Ladders put away. Y
  
- Green bins emptied and replaced by Canteen  
(including bottles). Y
  
- Rubbish removed from garden. Y
  
- No items stacked in exit sections. Y
  
- Doors and windows locked. Y
  
- All tape/adhesive and decorations removed from walls. Y
  
- Carpet vacuumed. Y
  
- Equipment stored in the hall returned to its original position. Y
  
- Any broken or damaged items reported. Y
  
- Keys returned. Y

Organisation/Name of Hirers \_\_\_\_\_ Date(s) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_