

WAITAKERE COLLEGE

Section D (NAG 4) FINANCE and PROPERTY

Policy: Hire of College Facilities, including Canteen and Core School house

Date of Review: August 2020

Reviewers: Principal, Accounts Administrator, Property Manager, Relationship Administrator

Goal

To state the conditions under which College facilities may be hired to community and private entities.

Objectives

- 1 To make College facilities available to the public and community organisations after school hours, or during the school day as appropriate.
- 2 To provide the College with an income from hire of facilities.
- 3 To ensure the facilities are used by hirers in a way and to a standard set by the Board of Trustees.

Guidelines

(e.g. for Hall, Sports Buildings and Fields/ Courts, Classrooms, Library, Staffroom, etc.):

- 1 The Board of Trustees is responsible for the care and maintenance of all College facilities. As such, the Board may accept or reject applications for hire. It is entitled to charge a fee for hire as determined by the College Management, and to hold a Bond, refundable at the College's discretion.

All applications for hire shall be made on the appropriate forms and payment made **prior to use**, to be paid against an invoice generated in the school's accounting system (currently Xero).

Two forms of photo ID must be provided by the person taking responsibility for the behaviour of the hire group. That person or persons is to act as Fire/ Emergency Warden, and be accountable for the security of the school areas they access out of hours, and any keys and/ or alarm codes issued.

- 2 Notwithstanding any hire arrangements entered into, the Board reserves the right to cancel by reasonable notice and refund of fee any such agreement, should the facilities be required for College purposes not contemplated at the time of hiring and for which other arrangements cannot be made.
- 3 The College may consider part refund of hire fees if a booked event is cancelled by the hirer for unavoidable, legitimate reasons up to 2 weeks prior to the event. However, within 2 weeks of the event, refunds will only be given in exceptional circumstances.
- 4 The hirer will be required to make good any damage or loss to College property or equipment that is attributable to members or supporters of the hiring organisation or any of the general public, invited or otherwise, who attend the function. The hirer should check the facility before and after use and report any damage to the Caretaker and/or the Property Manager or delegated member of the College staff.
- 5 Access to College premises is limited to the immediate vicinity of the facility hired. Only members and supporters of the hiring organisation are permitted inside the College grounds.

The hirer is responsible for the orderly behaviour of all those present including any children. Children are not to be left unsupervised on the school grounds.

- 6 The hirer must arrange to patrol other areas of the College to ensure this condition is being complied with. The hirer must appoint a Warden to supervise Emergency Evacuation should the necessity arise. Instructions for these procedures will be issued at the time of hire. Vehicles must only park in permitted, designated parking space.
- 7 It is the hirer's responsibility to ensure buildings are not defaced or damaged in any way. All equipment, furniture and fittings are to be left in the same state as found. In particular, kitchen equipment and facilities are to be left hygienically clean. On leaving all electric light and power switches are to be turned off. Taps are not to be left running. Windows and doors are to be securely fastened and locked. All refuse is to be removed and the surrounds of the facility are to be left clean. Any damage noticed before or after use is to be reported to the Business Manager. No dogs are allowed on site unless written permission has been given. No fire, or smoking is allowed. Any cooking (e.g. BBQ) must be pre-arranged and authorised in writing by the Property Manager.
- 8 All equipment and other belongings of the hirer are to be removed after use, or stored in an agreed designated area. The Board will not accept responsibility for loss or damage to any property of the hirer.
- 9 The hirer shall permit access to the hired facility of any member of the Board, its agents or its employees during the period of hire.
- 10 Street shoes are not permitted in the gymnasium. Gym shoes or shoes with white or light coloured soles should be worn. Studded soles mar the surface and are not permitted. Traffic in and out of the gymnasium should be minimised to avoid dirt and gravel being tramped into the floor.
- 11 Access to the stage and balcony of the Assembly Hall is not permitted unless specifically agreed to as a condition of hire. Stage lighting and sound equipment must not be touched, but are available for hire under the supervision of the College's Hall Crew.
- 12 The following conditions apply unless specific departure is authorised by the Board.
 - a) All Hirers must obtain a Waitakere City Council alcohol permit and the hirers have fulfilled their responsibility to comply with the provisions of the Sale of Liquor Act in advance.
 - b) The College has a smokefree policy.
 - c) Alcoholic beverages cannot usually be brought onto College premises. If the hirer wishes to consume alcohol at the event, notification of intent to have alcohol must be made at the time of hire and discussed with the Property Manager / Relationship Administrator, and meet Alcohol Licensing guidelines. If alcohol is permitted the following applies :
 - *consumption is allowed ONLY in the body of the Hall and the Kitchen (NOT in the foyer or the stage or backstage areas); and inside the Pavilion.*
 - *all containers used for alcoholic beverages (as well as all other rubbish) must be removed from the College site by the hirers.*
 - *any observed or reported breach of these conditions will automatically result in the withholding of the full bond and a review of any future hire.*
- 13 The Board does not permit the hire of facilities to parents for any event that can be identified for fundraising for a Waitakere College group or activity.
- 14 The Board, either itself or through its agent or an authorised employee, unreservedly reserves the right to close the facility immediately without refund of fees should the hirer be found to be

in breach of the above conditions, or to be conducting its activity in such a way as to present the risk of damage to the College's property or reputation.

- 15 In respect of the application of all matters pertaining to the above, the Board delegates responsibility to the Property Manager / Relationship Administrator, with recourse to the Board in the case of a dispute.

Guidelines for Canteen Premises

An annual contract is signed between the operator of the Canteen facility and the College, setting the monthly fee for rental of that facility and outlining all conditions of operating a business from it for the benefit of the College. Conditions of use are specific to that facility.

Guidelines for Core School House (Type C)

The Core School house is available for recruitment and retention of College staff. The Board deems that whenever it is not in use for that purpose it may be rented on the open market, using a standard periodic tenancy agreement as supplied by the Ministry for Business, Innovation and Employment – Tenancy Services division. The tenancy agreement will thus be completed and managed in accordance with all legislation under the Residential Tenancies Act 1986, including the lodgement of a Bond with the Tenancy Tribunal to cover any damages.

Tenants will be recruited and managed by College Property staff as designated by the Principal (generally overseen by the Property Manager).

Regular property inspections will be carried out.

The house will be periodically tested by a professional company for illegal substances as required (eg Meth).

The level of rent is set by the College management on a case by case basis. Maintenance of the building and grounds is funded by rental income from it, or by the College's Property Operational Grant and 5YA funding as appropriate.

Chairperson

Principal

Date