

# EPPING BOYS HIGH SCHOOL

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Principal: Jessica Schadel



## EPPING BOYS HIGH SCHOOL FACILITIES HIRING TERMS

1. Hirers are to only access their allocated building/classroom.
2. Hirers are not to access the hire facilities outside of their allocated times.
3. The minimum hire period per session in any facility is 2 hours.
4. One-off hire periods, for example a dance concert or presentation night, are permitted for the Edmund Barton Centre (EBC) or hall only. A key deposit of \$300 cash (no EFTPOS) per key will be required in the week prior to the booking with the deposit being refunded on return of the key.
5. Public liability insurance must be current and up to date, it is the hirer's responsibility to ensure that current policy is provided prior to previous policy expiring.
6. Keys: only 1 key will be issued per hirer regardless of the size of the hiring organisation. For a long term hirer, the \$300 refundable deposit will be requested via departmental invoice.
7. If keys or alarm codes are lost, the school is to be notified immediately.
8. Should a key be lost, stolen, misplaced or damaged a \$800 (ex GST) rekeying fee will be applied.
9. Gym hire: The hire costs are for the indoor gym space only which can accommodate 1 basketball court or 1 volleyball court or 4 badminton courts. Some equipment such as nets and poles are provided as a courtesy and not guaranteed, however this is not a part of the hire agreement. Sporting groups should be prepared with their own equipment.
10. The minimum hire period for the gym is to be one term or 10 weeks duration.
11. Requests to amend an approved Community User Agreement (CUA) hire document by adding additional bookings are to be sent to the school with a minimum of 4 weeks notice to process.
12. Credits will be issued for school initiated non-usage of hire facilities only. Exceptional circumstances can be raised with the school for consideration, and a minimum of 2 weeks notice given
13. Requests to terminate a CUA hire period earlier than the approved end date should be proposed to the school with at least 30 days notice to enable finalising of invoices and key return.

14. Food is not permitted in all indoor hiring spaces, unless prior written permission has been granted, and an additional cost.
15. For all sporting fields hire, wet weather cancellations will be in line with Ryde Council wet weather status, please see link below  
<https://www.ryde.nsw.gov.au/Recreation/Parks-and-Sportsgrounds/Sportsground-Status>
16. When hiring a sports field, the toilet block will also need to be hired at an additional cost.
17. All conduct shall be in accordance with the DoE policies and the Principal's direction. Any misconduct may result in the termination of the agreement. Please see link to conduct in community use agreement, refer to section 8.  
[https://education.nsw.gov.au/content/dam/main-education/about-us/using-school-facilities/media/documents/18019\\_Community\\_Use\\_Agreement.pdf](https://education.nsw.gov.au/content/dam/main-education/about-us/using-school-facilities/media/documents/18019_Community_Use_Agreement.pdf)
18. All maintenance issues are to be reported the next business day.
19. The hirer will be responsible for any damage incurred.