

EPPING BOYS HIGH SCHOOL

213 Vimiera Road, EASTWOOD, NSW 2122
Ph: 9869 2701 Email: eppingboy-h.school@det.nsw.edu.au
Principal: Jessica Schadel



18th October, 2024

Dear Community Users,

In order for community users to gain access to our facilities, your group will need to follow the processes outlined below.

Prices

As explained in 2024, our rates in 2025 will change to better align with NSW DoE not-for-profit hire charges. Please refer to the 2025 Hire Costs document.

Conditions of Hire

In order to facilitate more efficient use of our facilities, the following will be emphasised for any Community Use Agreement (CUA) in 2025

- Hire Terms must be read and acknowledged
- The person signing the CUA will be given one key (\$300 deposit), of which they must maintain possession. That person is fully responsible for opening and locking all facilities. If a key is lost, the hirer will be charged an \$800 ex GST fee to re-key the lock.
- Each Community User Group must only use the facilities they have booked within the time frame booked.
- All communication around hiring school facilities is to be sent to this email address: eppingboy-h.hire@det.nsw.edu.au

Steps To Ensure Your Booking

Complete the online expression of interest (EOI) form and send it with any necessary attachments to eppingboy-h.hire@det.nsw.edu.au. The EOI process must include the following documentation:

- 1) Clear statement of which facilities you wish to use including term and school holidays dates and times in the EOI form
- 2) Current **Public Liability Insurance** (required before a Community Use Agreement can be completed)
- 3) Copy of the organisation's **incorporation certificate** and the **organisation's constitution** (if applicable) to determine profit status
- 4) **Not-for-profit Certification** held by the organisation with the Office of Liquor, Gaming and Racing or the Australian Charities and Not-for-Profits Commission (if applicable)
- 5) A copy of the **drivers license** of the individual hiring if they don't hold an ABN (new hirers only)

- 6) A completed **Child Protection Declaration form** is to be filled out by all Community User/s to indicate if they will have children or young people involved or present during the hire period.
- 7) A copy of the **Workers Compensation Insurance** for any of the employees of the Community User who are employed in connection with the use of the premises and equipment.
- 8) Existing hirers only: Provide a photo of your Epping Boys High School facility key/s for audit purposes
- 9) **Hiring Terms** on the web site must be read and acknowledged in the EOI form.

All completed EOIs (EOI form and attachments) submitted by the deadline will be considered by officers of the school as established by the Principal. They will determine whether an EOI will be accepted or not, and might include some negotiations surrounding your group's wishes.

If we provisionally agree to a CUA, you will receive an email from the facilities hire team requesting that you sign and return your specific CUA.

Once this CUA has been agreed to by the NSW DoE through EDConnect, you will be contacted by the facilities hire team and can arrange to come and pick up the keys and arrange any necessary alarm codes. Please note that this process can be lengthy.

Please do not hesitate to contact me if you require any further clarification.

Kind regards



Seddique Martin
Deputy Principal
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