

# Kilbirnie School

## Hall Usage Procedures

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### Purpose:

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We recognise that the Kilbirnie School Hall is an important and valuable resource, not only for the School community but also the wider community. As such, we are happy to make it available for hire to appropriate community groups.

### Scope:

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The policy applies to all current and potential users of the hall.

### Responsibility:

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Responsibility for management of the hall lies with the Principal, who determines the suitability of groups and usage proposed for the hall and sets the fees.

Information regarding hiring the hall will be available from the school office.

### Guidelines:

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Groups wanting to hire the hall should approach the school office or the Principal and refer to the current Hall Hire Agreement document which sets out conditions of hire.

There is a separate Fees schedule.

Fees will be primarily aimed at covering the additional running costs of providing the Hall for hire such as insurance and cleaning, with profits going towards future improvements.

We recognise that there is a special mutual relationship between KASC and Kilbirnie School, and there is an expectation that KASC will make donations to cover costs. There is also an expectation that KASC will use the hall during the holidays.

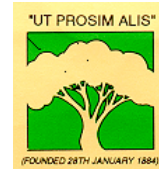
The hall is a smoke-free venue and is not available for social occasions involving alcohol.

# Kilbirnie School

## Hall Hireage

### Fees Schedule as at 1 August 2011

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#### Weeknights:

Rate:	1 hour	\$20
	2 hours	\$40
	3 hours	\$50

#### Weekends:

Rate:	½ day	\$50
	Full day	\$100

The hall is a non-smoking venue and is not available for hire for social occasions involving alcohol.