

Hall Usage Procedures



Purpose

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

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

Responsibility

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.

The responsibility for public liability cover is with the groups hiring the hall.

Guidelines

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. A copy of the Hall Hire Agreement must be signed before use of the hall.

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 any surplus 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.

Document Control

Version	Status/change	Date
v1.0	Reviewed by Kilbirnie School principal	May 2018
v1.1	Formatted and minor editing	November 2017
v1.2	Reviewed and minor editing	May 2018

Hall Hireage Fees Schedule as at November 2017



Rates:

Rate: \$30 per hour.

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