



APPLICATION TO HIRE ONSLOW COLLEGE RECREATIONAL FACILITIES

Name of organisation: _____

Contact person: _____ Phone Work: _____

Home: _____

Email Address: _____ Mobile: _____

Address for invoicing: _____

Details of function/event: _____

Key Issued: # _____ Date: _____ Bond Paid (\$50): _____

Key Returned: # _____ Date: _____ Bond Refunded: _____

Facility Required: Gym Rec Centre Netball/Tennis Court *(All weather)*
Sports Fields Other _____ *(specify)*

Date/s Required: _____

Time/s Required: _____

Note: Hireage includes use of the physical space only. Please detail any other equipment or requirement that you may need (there may be an extra charge for this):

**Conditions Of Hire are attached.
Please read thoroughly before signing this agreement.**

On behalf of the hirers, I agree to abide by the Conditions Of Hire.

Signature: _____ Date: _____

For Office Use Only: Cost (p/hr): _____ Key Bond: _____

Total Cost: _____ Date Invoiced: _____ Paid: _____

ONLSOW COLLEGE RECREATIONAL FACILITIES
CONDITIONS OF HIRE

1. Applications to hire Onslow College recreational facilities (Gymnasium, Recreation Centre, Netball/Tennis Courts, Playing Fields) are to be made to the Sports Coordinator.
2. Onslow College reserves the right to refuse permission to any organisation, group or individual OR to terminate the agreement of hire at any time.
3. School bookings take priority over all non school bookings and from time to time you may be asked to relinquish your booking. Advance warning will be given.
4. No person/group shall be permitted in any other area of the school or use any non allocated times without prior consent from Onslow College. Usage is for requested area and times only.
5. A bond of \$50.00 will be charged for a key and refunded once it has been returned and all contract agreements have been met. Keys or access codes will be returned at the end of hire period or on request, to the school office.
6. The hirers undertake to leave the facility clean and tidy after the event (any furniture arranged as it was found). A cleaning fee will be charged should the facility be left in an unsatisfactory state and for the removal of any unwanted items left behind after the occupancy.
7. The hirer shall not disconnect or remove any fittings (electrical or other) without the approval of Onslow College.
8. The hirers will be responsible for the cost of any damage incurred during the period of hireage, to fixtures, chairs, electrical fittings, furniture or to the building itself.
9. The hirer is responsible for any costs incurred as a result of negligence, including fire service call outs and alarm activations.
10. Onslow College accepts no responsibility for damage to personal clothing, equipment or vehicles whilst using the school facilities and equipment.
11. **No alcohol** is permitted in any buildings or within the school grounds without prior arrangement with the Sports Coordinator, Executive Officer or Principal.
12. There is strictly **NO SMOKING** within Onslow College boundaries.
13. Please adhere to all emergency procedures and ensure all EXITS are kept clear at all times.
14. Vehicles are to be parked in appropriate areas. No vehicles to be parked on **any** grassed areas or yellow lines. Keep all drive ways clear for emergency purposes.
15. **The hirers are responsible for the security of the facility during their occupancy and for ensuring that all exits/doors and windows are locked and all lights and heaters have been turned off upon departure. A call out fee of \$50.00 will be charged if a member of staff is required to secure the facilities.**

All enquiries to:

Fili Liua'ana, Sports Coordinator

(mb) 021 727 583

HEALTH & SAFETY

The buildings and facilities of this school are as safe as the Board of Trustees can reasonably make them. It is your responsibility to ensure the safety of those people that have access to the buildings, grounds and facilities as a result of you having use of them.

In addition you are responsible for identifying any hazard to users that you observe, to eliminate that hazard, if practicable, and to isolate it or minimize its risk. If elimination is not practicable, any hazard that you observe must be reported to the school at the earliest reasonable opportunity.

Onslow College, Private Bag 13-906, Johnsonville, Wellington 6032

Ph: (04) 478 8189 Fax: (04) 477 1140 Email: fili@onslow.school.nz