



## **LOYOLA COLLEGE COMPANIONS HALL** **- SPORTING FACILITIES**

### **CONDITIONS OF HIRE AGREEMENT**

1. All groups and individuals requesting the use of the Loyola College Companions Hall must sign this agreement to abide by the conditions listed below.

2. Applications:

Applications should be made in writing and will be managed by the Loyola College Community Liaison Officer on behalf of the Principal (as Executive Officer of the College Board).

The College (through the Principal) reserves the right to refuse the hire of the facilities to any party without stating reasons for doing so.

The College (through the Principal) reserves the right to vary bookings to cater for school needs when at least one week's notice is given regarding such variations.

3. Sporting facilities available for Hire:

- Foyer and the main hall with addition of any or all of the following
  - Stage
  - Change rooms
  - Theatrette (upstairs)
  - External Hard Courts.

During school time, the facilities are available exclusively for school purposes (until approx. 5.00pm). Facilities are generally available until 10.00pm Monday to Friday, and 8.30am to 4.30pm on Saturday. However, the College may vary the days/hours depending on its needs (eg cleaning of Companions Hall), and may not be available for regular/ongoing hire.

The Companions Hall is not normally available during school holiday periods but can be made available by advance negotiation. The hirer will need to apply in writing for any variation to the normal agreed hiring days/times.

4. All charges (as determined by the Principal) in connection with the use of the property, furniture or equipment, must be paid in full to the Community Liaison Officer. Casual hirers must pay for their booking prior to the use of the facility. Hirers using the facility on an ongoing regular basis must pay a full school term in advance. An invoice will be issued and payment (in full) is required at least 14 days prior to the commencement of hiring.

5. Current charges are:

- Separate hiring of main hall, foyer or external courts: \$40 (plus GST) per hour, with a minimum of 2 hours charged, and up to 6 hours.
- Main hall (including foyer and toilets): \$550 per day/night (plus GST) for 6 hours or more.
- Hire of Hall Sound, Screen and/or Lighting: \$150 per day/night (plus GST).
- Stage: \$50 per day/night (plus GST).
- Kitchen: \$50 per day/night (plus GST)
- Theatrette and change rooms: By negotiation.

Extra charges will apply for provision and set up of furniture and/or audio visual equipment.

A non-refundable deposit of \$200 is required once the Hiring Application is approved. Balance of payment is due two weeks prior to the hiring date. A bond of \$1,000 is required two weeks prior to the hiring date, and is refunded after hiring (on the provision that all conditions of the hiring agreement have been met).

6. All cancellations or variations of dates/times must be made in writing with the Community Liaison Officer (Mrs Dianna Alonso) not less than two weeks before the date of hire. Mrs Alonso can be contacted on 9433 0228 or via email on [alonsod@loyola.vic.edu.au](mailto:alonsod@loyola.vic.edu.au)

Cancellation before two weeks prior to commencement of the hiring period will result in loss of deposit. Cancellation within the two weeks prior to commencement of hire will incur a 50% charge of the total hire cost. No credit or refund will be given for cancellations and/or variations of the date/time during the hiring period.

7. All hirers must demonstrate to the Business Manager prior to hiring that they carry adequate Public Liability Insurance Policy.
8. All legal requirements for the conduct of activity will be complied with.
9. Liability:  
Neither the Loyola College Board nor its nominated representatives, it's officer, nor any other person acting on behalf of the College shall be liable for any loss or damage or legal liability incurred by the hirer. The Hirer must produce a copy of the Public Liability Insurance Policy at the time of application for hire. No responsibility will be taken by the College for equipment belonging to the hirer, which is stored in College buildings and/or on College grounds, at any time.
10. The Principal, (acting on behalf of the Board), reserves the right to refuse any application for the hire, and with reasonable notice and in exceptional circumstances, revoke approval to hire at any time.
11. The hirer shall not 'sub-hire' the facilities (buildings and/or grounds) to any other person or organization for other uses. This includes the use of food/drink vans and entertainment providers being hired for the activity/event stated on the application.
12. Responsibility for infringement of copyrights or performing rights will rest solely with the hirer.
13. It shall be at the discretion of the College (via the Principal) to require the Hirer of the Companions Hall to supply a full detailed written description of the intended use of hire.
14. No unauthorised activity without the appropriate permit (from Loyola and/or licensing authorities) shall take place in any part of the building or school grounds.
15. The Hirer is responsible for ensuring only approved footwear i.e. white soled and non-scuff shoes are permitted for sport activities in the Companions Hall. Any breaches may lead to substantial costs being determined against the Hirer under Clause 17 of this Agreement.
16. All floor surfaces must be left as they were at the beginning of the hire and in a fit state of cleanliness and tidiness for the next user, as must any school property, furniture or equipment. All rubbish, refuse and waste matter must be disposed immediately in the bins provided. If extra cleaning and/or bins are required there will be an extra charge deducted from the bond.

17. Damage or loss occurring to any of the school property (including grounds, buildings, fixtures, fittings, furniture, equipment, walls, floors) whilst being used by the hirer, shall be paid for by the hirer at such costs as determined by the Principal in consultation with the College Business Manager. Any damages affecting security or other security breaches, must be reported to the staff members (as noted in Clause 32) prior to leaving the premises, or the hirer will be subject to charges for any damage/loss not otherwise recovered. Contact telephone numbers and other relevant matters for this purpose are contained in Clause 32.
18. The floors, walls or any other parts of the building must not be pierced or broken by nails, screws, or any other means.
19. No furniture and/or equipment is to be dragged/pushed along the floor.
20. There is to be no activity (eg tap dancing, ball related sports) that may cause damage to any part of the building, fixtures, fittings, furniture, equipment, walls and floors. All activities being conducted must be disclosed on the application form.
21. No fittings (including lights), decorations, posters, advertisements, flags, shields or emblems shall be erected, fixed, hung, or displayed in the building without the consent of the Business Manager.
22. No food, drink or other liquid is permitted into the Companions Hall except for appropriate sport drinks used during sport activities. No alcoholic or intoxicating liquor or beverage shall be brought into or consumed on the College campus.
23. No fires are permitted to be lit (internally or externally). Additionally, no barbeques, spits or similar equipment are permitted to be used.
24. Equipment Use:
  - a) Hirer's equipment use is by negotiation with the Principal and/or Business Manager unless otherwise covered by Application to Hire.
  - b) Hirer's equipment, properties and accessories pertaining to any bookings will not be permitted on the premises earlier than the day of hiring.
  - c) The hirer shall leave all College equipment and fixtures in good order and condition.
  - d) When hiring concludes, arrangement shall be made for the immediate removal of all hirer's equipment.
  - e) No appliances and/or equipment (eg radiators, sound and lighting equipment) shall be brought on to the campus without the approval of the Business Manager.
25. When hiring certain areas of the Companions Hall (such as main hall, foyer and stage) access is not permitted into the other areas. There is to be no sitting or standing on the stage if this area is not being hired.
26. Smoking shall not be permitted anywhere on the College campus at anytime.
27. No obscene or insulting language or disorderly behavior shall be permitted anywhere on the College campus.
28. No animals shall be allowed in buildings or on College grounds.

