1. **Bookings:**
Bookings are to be made through the School Office.
A reservation booking form is kept in the Office, from where keys are issued as necessary and rentals collected.

2. **Fee:**
   2.1 Fred Hollows Meeting Room: $10 per hour +GST
   2.2 Te Putake Meeting Room: $10 per hour + GST
   2.3 The Clinic Room: $10 per hour + GST

   **NB:** For non profit making community groups a gold coin donation per participant per session will be expected.

   **NB:** Rentals will generally be paid when collecting the key, and a bond of up to $100.00 may be requested prior to rental. For weekend use, keys must be collected from the school office by 3.30pm Friday and returned by 9.30am Monday.

3. **Care of Facilities:**
   - Key holders must be present in the area hired at all times, and accept responsibility for the safe usage of the facilities. (NB: Keys must not be given to any other person).
   - All damage or loss must be reported when the key is returned.
   - The use of alcohol will be negotiated according to the type of function, and licensing laws.
   - All lights and heaters must be turned off before leaving.
   - All doors and windows must be secure before leaving.
   - Kitchen and toilet spaces are to be left in a clean and tidy state.
   - All rubbish/recycling must be removed.
   - If furniture or chairs are moved, they must be returned to the original location.
   - All hazards must be reported to the School Office.

4. **Equipment:**
If equipment is to be used a charge may apply to cover setting-up/dismantling costs.

5. **Damage to Area/Equipment:**
Users must agree to make good repairs to/replacement of property damaged during the period of use.

6. **Important:**
   - The school and the Project reserve the right not to issue keys.
   - Keys must not be copied.

**Contact:** for bookings
North East Valley Normal School
248 North Road
North East Valley
Dunedin 9010
Ph 473 8246
Email: office@nevn.school.nz

NEV Community Development Project
262 North Road
North East Valley
Dunedin 9010
Ph 473 8614
Email: project@northeastvalley.org