



## North East Valley Normal School/Valley Project Conditions of Community Use of Community Space



### 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.

### 7. **Important:**

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

### **Contact:** for bookings

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