

NGĀ KAUPAPA WHAKAHAERE O TE KURA Ā IWI-O-WHAKATUPURANGA RUA MANO.

EQUIPMENT AND FACILITY HIRE

GUIDELINES

- Kura facilities may be available for hire for community activities which are not in conflict with kura kaupapa, aims and "special character" of the kura.
- The Tumuaki or designated kura representative will oversee the hiring of kura facilities and regularly inform the kura whakahaere, ohu whakahaere and kaimahi.
- Hiring of the facilities shall be governed by the attached Conditions of Hire.
- This procedure has the following appendixes
 - Conditions of Hire
 - Hire agreement
 - Rental of use of kura facilities (outside of kura hours)
 - Facility hire Schedule of charges.

CONDITIONS OF HIRE

1. Application for hire of kura facilities shall be made 7 days in advance.
2. The rooms to be used shall be specified.
3. "Session" shall be any period of use up to 4 hours duration per room.
4. Periods of use of more than 4 hours shall be considered a "day" of use.
5. The condition of these room(s) shall be noted by the hirer together with the representative of the kura before the period of use.
6. The room(s) shall be returned to the same state of cleanliness and order at the end of the hire period by the hirer and checked by the Tumuaki/Designated Kura representative of the kura.
7. A Bond shall be deposited with the Tumuaki/Designated Kura representative of the kura and shall be returned only when the representative of the kura is satisfied with the condition of the room(s). Part or all of the bond may be kept without explanation at the discretion of the representative of the kura. Bond is to be deposited two days in advance. Part of the bond may be kept for administration costs in the case of cancellation of hire.
8. Any breakage or incidents of pilfering are the responsibility of the Hirer and it is a condition of hiring that they agree to pay for breakages or pilfering if the sums involved are greater than the bond.
9. Failure to pay Bond and/or Hire charge at the due time will be taken as an indication that the hireage is not required and the agreement will lapse.
10. Parking is only available on school grounds outside normal school hours.
11. Special conditions may be arranged in advance for hireage of rooms and are at the discretion of the Tumuaki/Designated Kura representative.

HIRE AGREEMENT

I/We being representatives
of.....(organisation)

Contact details acknowledge that I /we have read the
"Te Kura ā Iwi o Whakatupuranga Rua Mano Conditions of Hire" and the appended "Schedule of
Charges"

I/we personally guarantee that the organisation will abide by these conditions and will pay to
the Ohu whakahaere of Te Kura ā Iwi o Whakatupuranga Rua Mano, no later than seven days
prior to the hire arrangement taking place, the price agreed for hire:

The date of hireage is:/...../.....

The room to be hired is:

The Hire agreed to is \$

The Bond agreed to is \$

Total due is \$ by/...../.....

Special Conditions that apply to this contract are:

(a) It is acknowledged that the person(s) signing this Agreement for Hire are personally responsible for
ensuring compliance by the hirer of its obligations under this agreement,

(b) (Specify arrangements for the use of key and code)

Signed (Hirer)

Signed (representative of the kura)

Hireage Contract fulfilled and final balance paid on/...../.....

Signed (representative of the kura)

RENTAL or USE of KURA FACILITIES

PROCEDURE:

1 Tumuaki/Designated Kura representative to receive completed application forms from category 2 (below) which will be available at reception. (Category 1 can request use of facilities by phone / mail.

2 Before and after approval by the Tumuaki/Designated Kura representative to pass information on to caretaker who will liaise with kaiako involved, and arrange appropriate spaces (e.g. to ensure space is available).

3.The Staffroom is NOT to be hired out for use, except for small meetings where a kaiako is present.

4. A written statement of the nature of the event, times and dates, and which facilities in the room will be used, will be furnished to the Tumuaki/Designated Kura representative; it will also state whether children or helpers from outside the school community will be present.

5 Depending on the time and day of the event, it may be necessary for a member of staff or Designated Kura representative to unlock and lock the buildings for the event. If a cost is incurred for this service, this cost may need to be covered by the hirer concerned.

6 The Tumuaki/Designated Kura representative will communicate to the kura kaimahi for permission for the group to use the room and advise the hirer as soon as possible.

7 Any damage, breakage or non-function of equipment is to be reported to the Tumuaki/Designated Kura representative in writing by the hirer within 24 hours of the event, with the circumstances of the breakage etc, clearly noted.

8 Where it is considered by the Tumuaki/Designated Kura representative that due care and responsibility has not been taken, or where clarity of events involving damage etc cannot be

ascertained, the Tumuaki/Designated Kura representative of the kura may withdraw the privilege of use of the room/resources from the particular group involved, at least until such time as they can be assured that responsible use of the room can be guaranteed.

CATEGORY 1

(a) Te Kura ā Iwi o Whakatupuranga Rua Mano

(b) Ohu Whakahaere

(c) Recognised organisations directly connected with the kura.

(d) Whānau at Whakatupuranga Rua Mano giving courses directly related to Whakatupuranga Rua Mano education .

Bookings for these do not need to complete an application form. But must ensure Tumuaki and Kura whakahaere are informed. Individuals concerned arrange all equipment needed and arrange cleaning.

There is no cost for use by these groups unless damage of equipment or resources occur.

CATEGORY 2

- Associates of the kura giving tuition or activities to tamariki or whānau directly in harmony with Whakatupuranga Rua Mano. Bookings for these need only to be approved by the Tumuaki. Costs are negotiable.

CATEGORY 3

Application from the following category must be approved by the Tumuaki/Designated Kura representative

- Wider public - e.g. music, sporting activity and any activity not directly relating to the mātāpono and objectives of the kura. Completed application forms to be considered by Tumuaki/Designated Kura representative whenever the propriety of making the booking is in question.

Note for all 3 categories:

- The Tumuaki/Designated Kura representative reserves the right to withdraw permission for the use of kura resources immediately and without prior warning.
- Tumuaki/Designated Kura representative will arrange rooms and equipment and liaise with kaimahi involved.
- The Tumuaki/Designated Kura representative keeps all kaimahi informed about bookings through a email.

- For category 2 & 3 bookings the Tumuaki/Designated Kura representative liaises with the relevant kaiako/kaimahi and through the Caretaker will arrange heating, cleaners and equipment, e.g. chairs, cups, blackboard, keys and return of keys.
- For category 2 & 3 bookings the Caretaker ensures resources / facilities are checked before and after use. Missing and damaged furniture and/or equipment must be reported to the Tumuaki/Designated Kura representative

ROOM & RESOURCES HIRE – SCHEDULE of CHARGES

- Hall Hire \$10 per hour. \$50 per day.
- Kauta Hire \$10 per hour. \$50 per day.
- Other rooms \$10 per hour
- BBQ & Gas \$10 per hour \$100 per day.
- Crockery Hire \$20 bond. Price negotiable depending on numbers and days required.
- Cutlery Hire \$20 bond. Price negotiable depending on numbers and days required.
- Utensils Hire \$20 bond. Price negotiable depending on numbers and days required.
- Mattress Hire \$ 50 per day.
- 5m x 5m Easy Up \$ 20 per day
- 6m x 5m Easy up \$ 30
- 4 x 4 Traylor \$10 per hour
- Caged Traylor \$15 per hour
- Waka Ama Traylor \$10 per hour \$40 per day
- Water containers \$ 20 per day
- Chilli bins \$ 20 per day
- Tables \$20 bond. Price negotiable depending on numbers and days required
- Chairs \$20 bond. Price negotiable depending on numbers and days required

BOND: Discretionary bond of 50% of total hire charge must be payable before use.