

Agreement between

RONCALLI COLLEGE

And



USE OF RONCALLI COLLEGE GYMNASIUM

This agreement is effective from _____ to _____ .

It is agreed that:

Roncalli College will:

1. Provide a key for access to the Roncalli College Gymnasium
2. Maintain the Gymnasium to an acceptable standard
3. Take no responsibility, nor accept any liability for any injury sustained or damage to property, equipment, or the personal possessions of the Hirer

The Hirer will:

1. Book the Gymnasium through the College Office for a defined period of time
2. Provide own equipment, unless expressly agreed otherwise with the appropriate staff
3. Take primary responsibility for both the security and use of the key
 - a. The key and use of the Roncalli College Gymnasium is non-transferrable; the hirer must be present at all times when the Gymnasium is being used.
 - b. Should the key be lost, the Hirer will be liable for all costs related to the rekeying of the Gymnasium.
 - c. Ensure no person under the age of 18 has unsupervised access to the Gym
4. Be responsible for unlocking and relocking the Gymnasium and leaving this in a clean and tidy state
All emergency exits must remain closed unless required for an emergency
5. Adhere to the rules of the Gymnasium as posted and notified to users from time to time (see over page for current terms and conditions)
6. Report all incidents (including 'near misses') and accidents as soon as possible after the event to the College Office 03 688 6003
7. Be responsible for providing primary first aid to injured parties
8. Notify the College Office of any wear or damage to equipment or building as soon as possible
9. Be responsible for any evacuation if this is required outside of school hours. The Assembly Area is under the Bus Shelter in the Gymnasium carpark.
10. Pay all applicable fees and costs as detailed below.

Fees and Charges:

- Gymnasium hire for groups and practices: \$50 per hour
- Personal use of Cardio-room and Gymnasium: \$250 per year (this includes a \$50 refundable bond at the end of the hire period). The yearly period is defined as from 1 February to 31 January with part year payments being calculated on a pro rata basis
- Callout fee: \$80

Signed on behalf of Roncalli College by:

Name _____

Position _____

Signature _____

Date _____

Signed by the Hirer:

Name _____ Signature _____ Date _____

GENERAL TERMS AND CONDITIONS FOR USE OF RONCALLI COLLEGE GYMNASIUM

- All bookings should be done via the College Administration Office. Cancellation of any booking requires a minimum of 24 hours' notice to avoid incurring a charge. Keys shall be returned to the College Office within 24 hours of the end of any one-off hire period.
- Emergency exits are only to be used in an emergency.
- The hirer shall be responsible for any accident, loss, damage or injury sustained during their use of their period of hire.
- The premises must be used only for the purpose for which it has been hired. The facilities are to be left in a clean and tidy condition.
- No alcohol shall be allowed on the College property without the express permission of the Principal or the Board of Trustees. Smoking is not permitted within the boundaries of the College grounds.
- It is the responsibility of the Hirer to ensure all windows and doors are locked, heaters off, and alarms reset where appropriate when leaving. A callout fee will be charged if the alarm is not turned on.
- Non-marking shoes are to be worn at all times.
- No food, smoking, or drinking in the Gymnasium at any time. Water bottles are permitted.
- Any equipment used must be arranged with the appropriate staff and be returned neatly to original site and in working order.
- The Climbing Wall is not to be used without prior and express permission.
- Any damage to equipment and/or facility, and any incidents or accidents must be reported to the College Office (03 688 6003) within 24 hours.
- After hours assistance: 027 2011288.