

Community Use of Caroline Chisholm School Guidance for Hirers

1. We will need to see relevant Disclosure certification, coaches qualifications and club insurance before your activity commences at the school.
2. All bookings have to be approved by the school principal.
3. We cannot let any of your group through into the facilities until you have signed in for health and safety purposes.
4. All members of your group must be contained in the rooms that have been booked out only. The only other areas that you may use are the toilets and thoroughfares to and from the rooms hired.
5. It is your responsibility to ensure that Rooms and Spaces are left in the condition that they were found. All furniture must be returned to its original layout and all litter must be removed. Failure to do so will result in a charge levied for cleaning.
6. Any accidents or damage occurring within the premises must be immediately reported to the Leisure Attendant on duty and will be logged in our Accident Book.
7. There is strictly no smoking in the building or outside in the school grounds. It is your responsibility to ensure your group is aware of this.
8. It is advised that you keep your valuables with you at all times. Kajima Community takes no responsibility for items that are stolen. Hired areas can be locked upon request.
9. There is a notice in each room regarding fire procedures. Please note and inform your delegates of this important information.
10. You must keep a register of your group at each session for us to check in the case of fire or other evacuation.
11. All public areas in the building are fully wheelchair accessible. There is a permanent ramp for entry into the building and lift facilities to all floors. You must make sure you have adequate arrangements to evacuate all reduced mobility persons safely. This can be discussed and arranged with the FM team beforehand.
12. Hirers are responsible for all those who enter the site who do so with the intention to spectate or participate in the hirers activity. Those responsible for the supervision of minors are required to adopt controls and practices to ensure minors are protected while at all times being under the care of a responsible **nominated** adult/s.
13. Fire doors should not be propped open using fire extinguishers or any other item.
14. Furniture and equipment can only be used if agreed by Kajima. If school equipment is to be used and permission has been granted for this, guidance on the use of equipment must be given beforehand.
15. Electrical items can only be used if they are PAT tested and certificate are provided to Kajima before event begins.
16. It is the hirers responsibility to ensure a first aider is part of the group. A first aid kit available from Kajima if required. Any accidents should be recorded in an accident book. Please report all accidents to reception or forward a copy of your accident report with 7 days of the accident occurring.
17. All vehicles must park in the designated bays only. If the hirer wishes to unload and load equipment this must be by prior arrangement only. All unloading and loading can only take place via the service road as shown on the diagram attached. Once the vehicle has unloaded the items, this vehicle must park in the designated car park at the front of the site.

All these points are covered in our Terms and Conditions of hire.