



Application to Hire Gymnasium, Home Economic, Oval & Performing Arts Centre

Urangan State High School



Enquiries:

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www.uranganshs.eq.edu.au

RETURN APPLICATION:

POST

Urangan State High School
PO Box 5100
Torquay Qld 4655

IN PERSON

Urangan State High School
Robert Street
Urangan Q 4655

FEES AND CHARGES

Concessions are available on request, prior to use, for not-for-profit organizations. All fees will be confirmed in writing upon receipt of this application. A familiarisation visit can be arranged if requested.

Gymnasium	\$30 per hour (exc. GST)
Oval	\$30 per hour (exc. GST)
Home Economics Classroom	\$30 per hour (exc. GST) \$150 per day (exc. GST)
Music Classroom	\$30 per hour (exc. GST)
Performing Arts Block	\$30 per hour (exc. GST) \$165 per day Sunday to Thursday (exc. GST) \$275 per day Friday night and Saturday (exc. GST) \$27.50/hour Audio Technician (3 hrs min prep) \$27.50/hour Lighting Technician (3 hrs min prep) \$10 Lectern \$175 Stage (exc. GST) 2.4m x 4.8m \$75 Red Carpet (exc. GST) 1.75m wide x 15m long \$50 Bollards (exc. GST) 10 available
Boat Hire	\$1600/7days for 1 trailer with 4 boats including accessories \$350/day for 1 trailer with 4 boats including accessories

CONDITIONS OF HIRE

RULES

- All fees are to be paid at least one week prior to the booking.
- If a bond is paid it will be refunded by Urangan State High School, providing the Hirer has complied with the cleaning requirements and there is no damage to the facility. If additional cleaning is required, a rate of \$50 per hour will be charged. This will be deducted from the bond.
- Hirers of a room are liable for damage to any seating, structure or fitting during the period the facility is hired and will pay compensation accordingly. Hirers of sporting facilities or school grounds are liable for any proven damage caused during the hiring period and will pay compensation accordingly.
- The School accepts no responsibility for any equipment or other material brought to or left on the premises by the Hirer.
- The Principal and/or his representatives shall have the right of access and attendance to any activity at any time during the period of hire.
- The Principal reserves the right to refuse hire of school facilities without explanation.
- The Hirer is responsible for Public Liability Insurance.
- The Hirer is responsible for bringing the information contained herein to the attention of their group. The Hirer is also responsible for the behaviour of their group whilst on the premises.
- Pets are not to be brought onto the premises.
- Smoking is not permitted on the premises.
- Parking is not permitted on grassed areas. Vehicles are to be driven and parked only on areas marked for parking.

KEYS

Keys will be made available once fees have been paid and no earlier than 24 hours prior to the event. Once received, keys are the responsibility of the signatory and must not be copied or passed on to any other person. If keys are lost it is to be reported to the school Business Manager as soon as possible. Charges will be incurred for lost keys.

INSURANCE

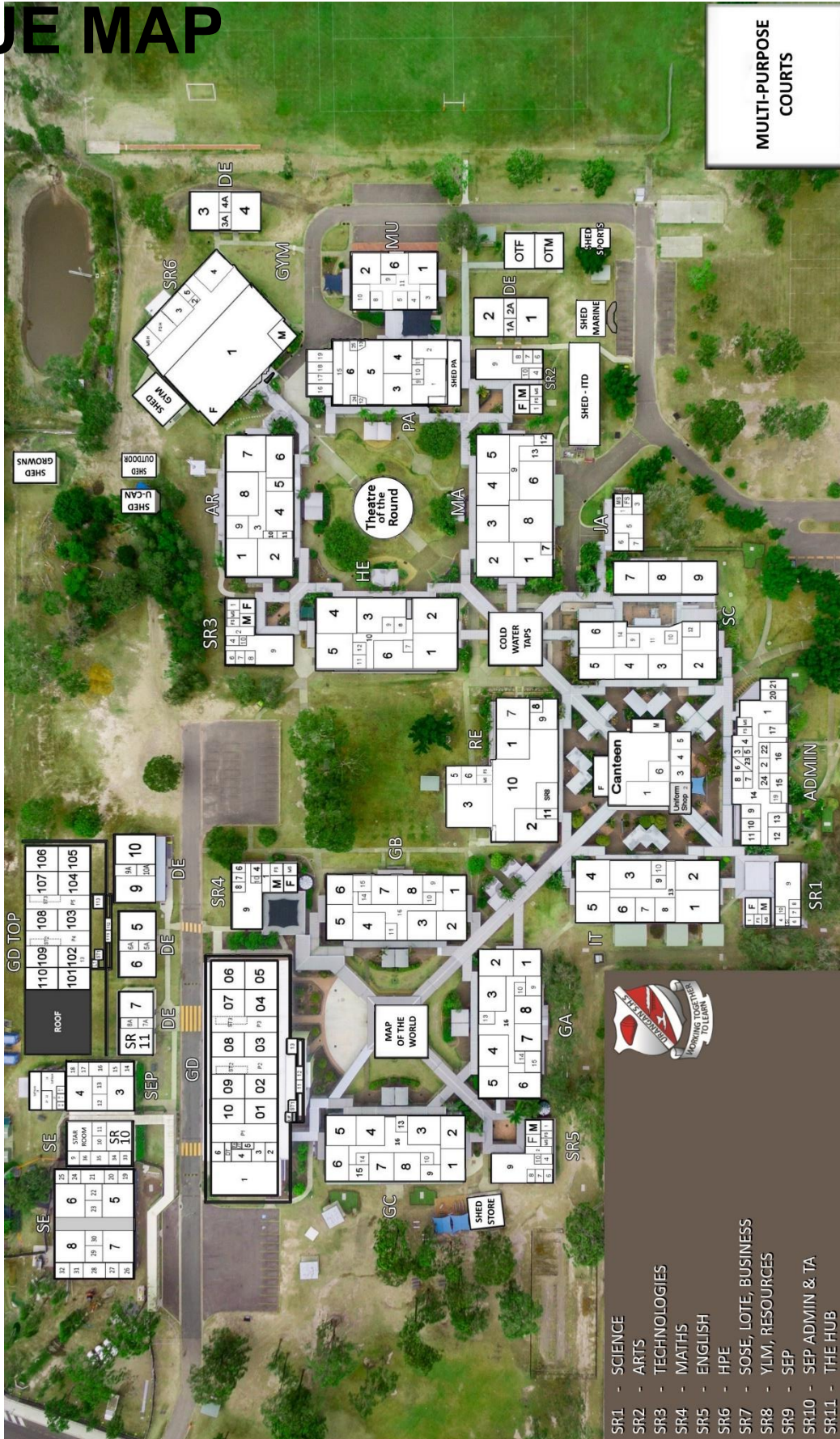
While the facility is covered for Public Liability under the Department of Education and Training. This policy indemnifies the Insured Agency in respect of all sums for which it is legally liable to pay to a third party as compensation for personal injury and property damage as a result of an unexpected and unintended event in connection with its activities, in accordance with the policy terms and conditions. The hirer must take out the appropriate insurance for the event.

CLEANING

- All functions are to cease at or before 10pm followed by clean-up. The premises must be vacated by 11pm.
- The hirer is responsible for all bin liners. Basic cleaning products are supplied.
- All bins must be emptied and all rubbish is to be removed from the premises, including toilets and dressing rooms. The building surrounds, including car parks, are to be cleared of rubbish.
- Equipment and furniture is to be returned to its original location. Please do not drag furniture across the floor.
- Main floor area should be swept and sticky or wet areas mopped. No excess water, particularly hoses, are to be used.
- All lights and fans are to be turned off, all windows and doors shut and secured when necessary

VENUE MAP

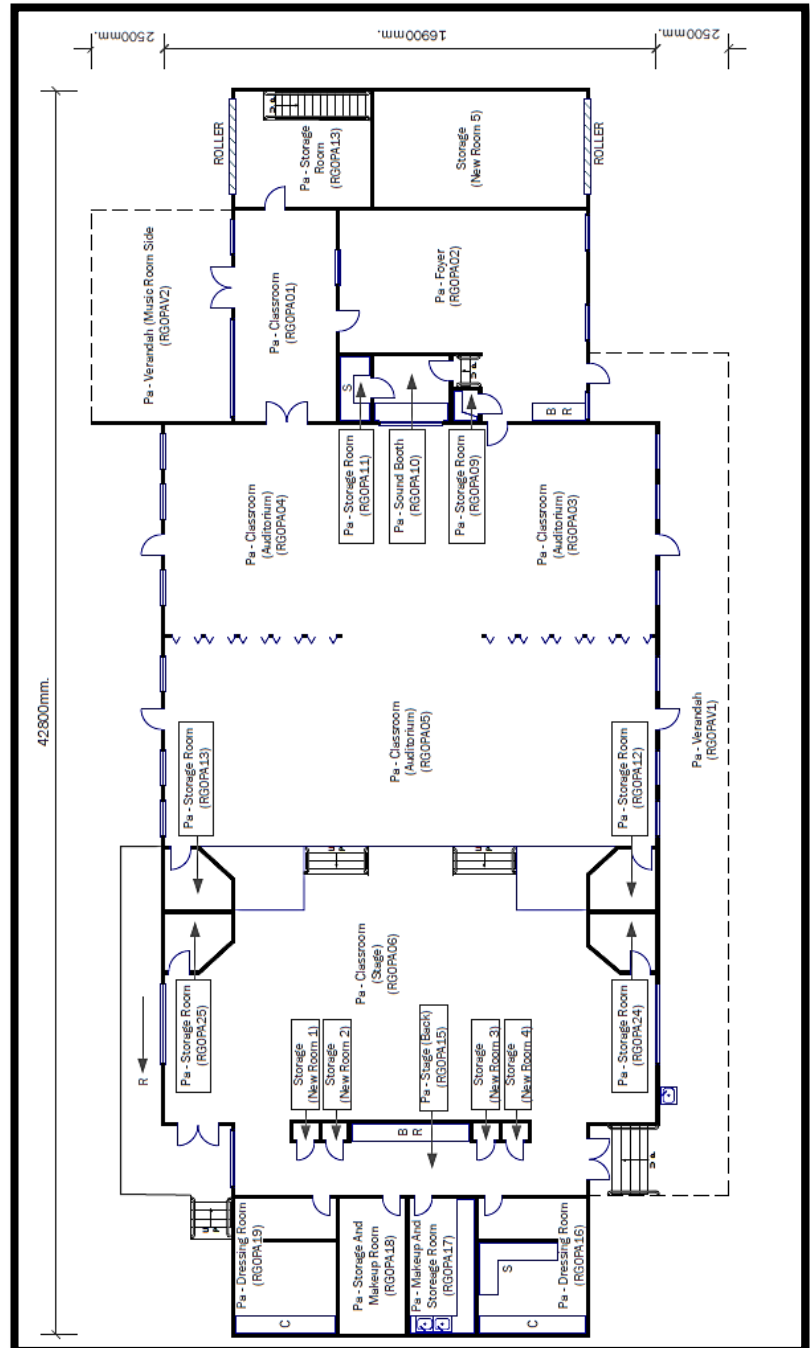
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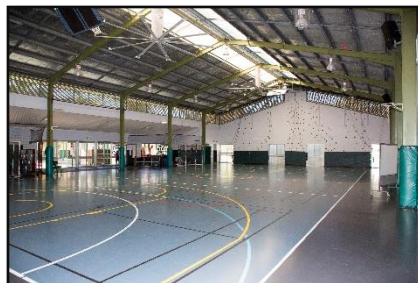
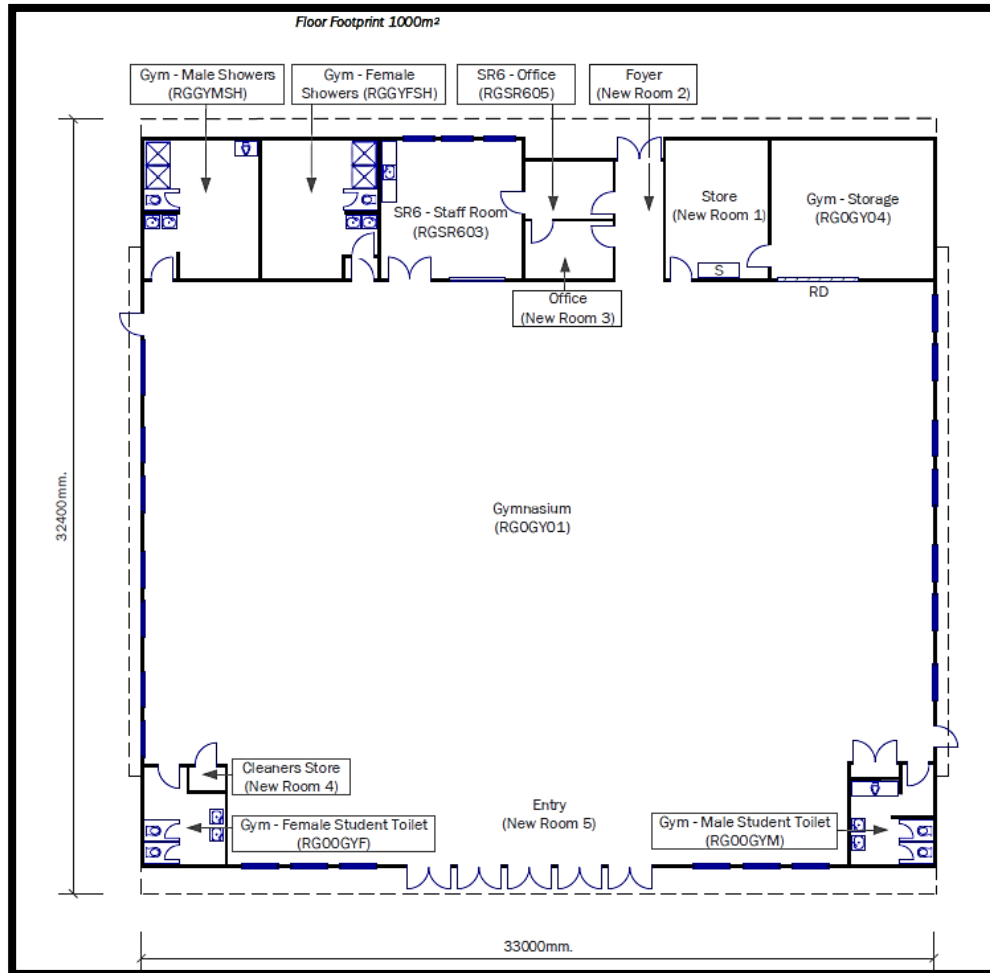
GYM AND PERFORMANCE SPACE

Urangan State High School

PERFORMING ARTS CENTRE MAP



GYMNASIUM MAP



Building Evacuation Procedures

In the event of locating a fire, occupants should:

- (a) Remove all persons from the immediate area.
- (b) Alert-
 - o Persons nearby by calling out in a loud voice.
 - o The Fire Service by pressing a manual call point alarm and/or dialling 000.
- (c) Confine the fire by closing any immediate windows and doors (if safe to do so.)
- (d) Evacuate from the area when directed or if the fire cannot be extinguished.

During any evacuation, students should:

- (a) Act responsibly. Don't hide or fool around. Look after each other's safety.
- (b) Not collect personal items from bags or lockers. Getting away from the buildings is more important.
- (c) Move quickly but not run.

During any evacuation, everyone should:

- (d) Follow all instructions given by facility staff.
- (e) If smoke is present:
 - Get down low below the smoke if possible,
 - Cover your mouth and nose to protect your breathing,
 - Move away from thick smoke even if it may take longer to get to the assembly area.
- (f) Notify someone immediately if you are aware of people trapped in the building.
- (g) Only attempt to **extinguish** the fire **if**:
 - a) It is safe to do so (fire is small enough with no excessive smoke)
 - b) You have been instructed in using the relevant fire fighting equipment
 - c) You have a means of escape to your back and can safely exit if necessary
 - d) Evacuation of other occupants has commenced.

Lockdown Procedures

Signal	4x tones, 3x words "lock down"
Procedure	<ol style="list-style-type: none"> 1. Administration doors are locked by office personnel. 2. Classroom doors are locked by staff. 3. Access to any and all persons denied. 4. All outside activities and lessons stop immediately and students are taken to the nearest classroom. 5. If a class or group are not on the school site the teacher should keep the students off-site until an all clear signal is given to return. 6. Staff not in their own classroom will remain in the building and/or room they are currently in until told it is safe to move. 7. Class lists/rolls are checked. 8. Report all students/persons unaccounted for to the Principal (or delegate). 9. Students are to remain calm and silent inside classrooms out of line of sight i.e. under desks or against walls. 10. Toilet block checked by executive staff or principal (if safe to do so) to ensure all students are safely in their rooms. 11. Names of missing students should be provided to executive and front office as soon as possible. Staff and students remain in their rooms until told that the school is safe
Lockdown cancellation	<ol style="list-style-type: none"> 1. Staff and students remain in their rooms until advised that the Lockdown procedure is cancelled via either: <ol style="list-style-type: none"> a. 8 chimes is the clearance signal. b. Executive staff member at the door.

Points to discuss:

- Toilets/lights for toilets
- Parking
- Security lighting – 4-7am and 5-10pm
- Security code
- Keys/fob

Performing Arts Centre:

- Backstage – 1x dressing room (PA1), 1x makeup room (PA18)
- Portable staging to be hired in – must have carpet feet
- Microphone
- Data projector
- Sound/lighting
- Lectern
- Chairs
- House lights
- Operable doors
- Test and tag

Gym:

- Portable staging to be hired in – must have carpet feet
- Chairs
- House lights
- Microphone/sound
- Lectern

Security Pin Pad Instruction:

1. Enter your **PIN NUMBER**
2. Press **OK**
3. **^** or **v** for correct building
4. **OFF** or **ON** for each building you want to access
5. Press **END** to finish

Please call the **Qld Police Service Central Operations Room** (State Government Security) on

3224 6666 option 2 if you will be in the building after 11pm or accidentally set off the alarm for any reason.