



## KAIAPOI HIGH SCHOOL GYMNASIUM HIRE CONDITIONS & CHARGES

### Rental

- \$35.00 (incl GST) per hour or part thereof
- \$20.00 bond payable when swipe card uplifted. This will be refunded when card is returned. Loss or damage will incur a charge for replacement card.
- Notice of cancellation must be received at least 48hrs prior to booking otherwise full rental will apply

### Security

- A swipe card is required to unlock front entry and disable security alarm
- PIN codes are user-specific and are changed annually
- Door release button located on intercom panel inside Gym proper
- Restricted access to service cupboards, storage areas, disabled toilet/shower is by separate key, allocated on an "as-required" basis
- Alarm is monitored by **Triton Security Services Ltd ph 366-6666**. Contact Triton for urgent response to any security concerns. Please notify Triton immediately if the alarm is accidentally triggered (a call-out fee applies for attending false alarms, either fire or security).
- Surveillance cameras and video recording devices operate on site

### Conditions

- Kaiapoi High School is a "Smoke Free" area. Smoking is prohibited in all buildings and on the grounds (includes all indoor and outdoor areas).
- Alcohol is not permitted on the premises.
- Vehicle parking in designated areas only. Please observe "No Parking" areas in front of garages and gates. No parking or driving on grass.
- Food is not permitted in the Gym.
- Structures, fittings, fixtures of the Gym shall not be interfered with and nothing is to be attached to the walls or other fittings.
- No plant, machinery or other equipment is to be brought into the Gym without prior written consent from Kaiapoi High School.
- Additional charges may be incurred for any extraordinary cleaning or removal of excess rubbish (as determined by Kaiapoi High School) if required following the hirer's activities.
- The Gym must be left in a clean and tidy state. This includes the toilet and changing room areas.
- The Gym and all fixtures, fittings, furniture and equipment within the Gym, must be left in the same condition in which it was received (fair wear and tear excepted).
- Costs to rectify any damage sustained to the Gym building, fittings, furniture, curtains or equipment etc during the hire of the Gym shall be met by the hirer.
- Kaiapoi High School shall not be liable for any loss or damage to property brought into the Gym or onto the school grounds by the hirer or any persons under the hirer's control.
- Kaiapoi High School may from time to time require the use of the Gym for a school event on a day that the hirer would otherwise occupy. In such cases the school will provide at least 48hrs notice that the venue will be unavailable on that date.

**It is the hirer's responsibility to ensure that:**

- only non-marking shoes are to be worn on the Gym floor
- no food is permitted in the Gym
- lights and heating is turned off at the end of each hire session
- all windows and doors are closed and the building is locked at time of departure
- any maintenance issues or damage is reported promptly to Kaiapoi High School
- swipe cards and PIN codes are kept secure/confidential. Do not lend out.
- KHS is advised of any changes to user contact details
- children and young persons using the venue, including outside areas, are under the constant supervision of adults

**Facilities**

Gymnasium Dimensions (internal): 30m x 18.5m approx  
Court markings: Basketball, Netball, Volleyball, Badminton  
Heating controls: Next to light switches in gym proper  
Showers & Toilets in changing rooms; separate disabled access facility  
Water Drinking Fountain located in foyer

**Kaiapoi High School Contacts**

Reception (school hours)	ph 375 5004 / fax 327 6127
Caretaker (7am-8pm)	ph 027 726 3131
Triton Security (24/7)	ph 366 6666

**Access Instructions**

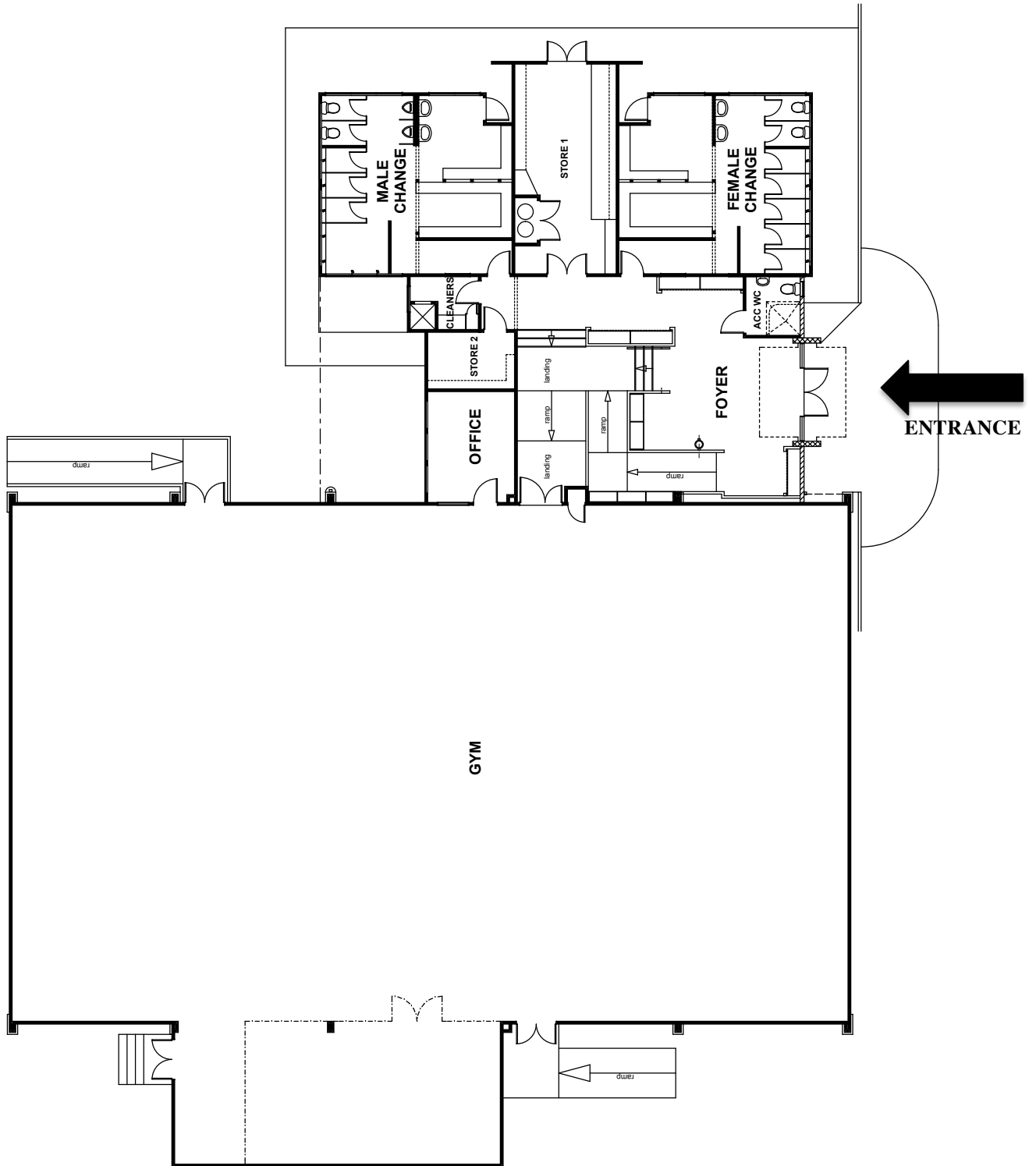
**Upon arrival:**

1. Use swipe card or key fob to "badge sensor" on RH wall of main doors. This will unlock the doors.
2. Enter foyer and go to keypad on RH wall.
3. Use keypad to enter your 4-digit PIN code. Press "OK"
4. Wait until message displays on screen of keypad, e.g. "Gym is on..."
5. Press "OFF" to disarm.

**Upon departure:**

1. Check all taps, lights and heaters are turned off.
2. Check all windows, fire exit doors and internal doors are closed/locked.
3. Use keypad to enter your 4-digit PIN code. Press "OK"
4. Wait until message displays on screen, e.g. "Gym is off..."
5. Press "ON" to arm.
6. The main doors are "free handle" from inside but will auto lock from outside.
7. When outside, try handle to confirm door is locked.

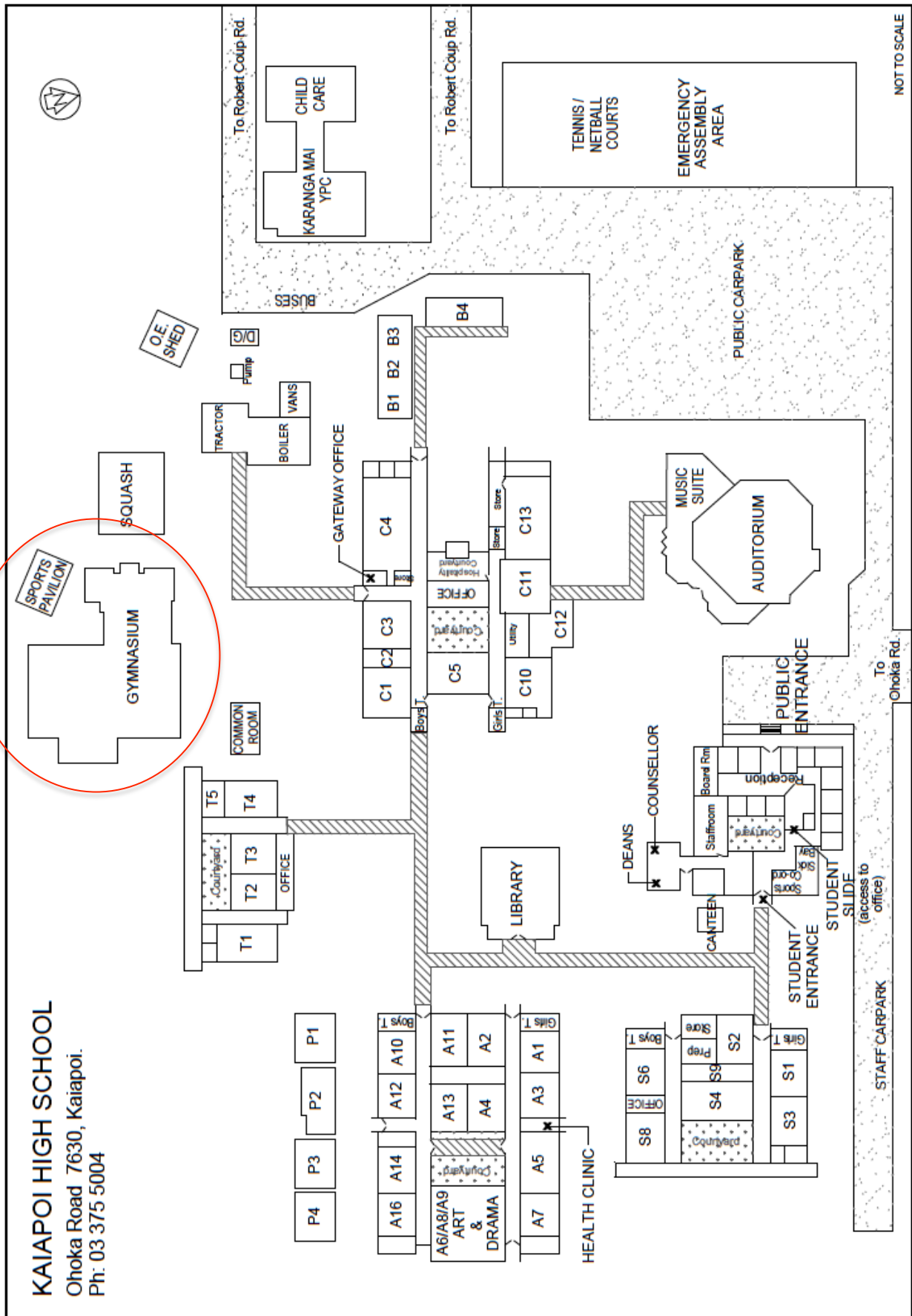
**Please contact Triton Security ph 366 6666 IMMEDIATELY if alarm is accidentally triggered, or for urgent assistance with any security/emergency issues.** (During school hours, please contact KHS caretaker ph 027 726 3131 in the first instance.)



# KAIAPOI HIGH SCHOOL

Ohoka Road 7630, Kaiapoi.

Ph: 03 375 5004



# KAIAPOI HIGH SCHOOL GYMNASIUM HIRE

## BOOKING DETAILS & ACCEPTANCE OF TERMS & CONDITIONS

Hirer Organisation .....

Billing Address .....

Booking Dates From: ..... To: .....

\*for regular weekly hire, please state which day/days: .....

Start Time: ..... Finish Time:.....

Nominated Card Holder Name .....

Address .....

Phone ..... Mobile .....

2<sup>nd</sup> Contact Person .....

Phone ..... Mobile .....

***"As an authorised representative of the above named organisation, I .....  
agree on behalf of the organisation to abide by the terms and conditions as laid out in this document."***

Signed ..... Dated .....

**Please return completed form to Kaiapoi High School, 85-97 Ohoka Road, Kaiapoi 7630**  
Ph (03) 375-5004

For Office Use:

Bond Paid .....

Copy of signed Document given to Hirer .....

Card allocated .....

Key No .....

PIN updated .....

Key/Card returned (date) .....