



## TERMS AND CONDITIONS FOR FACILITY RENTAL

Event Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ Event Type: \_\_\_\_\_

Facility: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

**Groups, corporate organisations and individuals renting any part of the school's facilities, or property must adhere to the following rules and guidelines**

- The use of School buildings, facilities, or property shall not create a nuisance or hazard to other persons in any way.
- School buildings, facilities and parking lots may not be used as a car wash or private family use.
- All payments should be made directly to Spring Meadow account and official receipts must be obtained for payments made
- No food / drink (except water) are allowed on the Astro Turf or the swimming pool area.
- Only flat shoes, trainer shoes or soccer boots are allowed on the turf, shoes with pointed heels are not allowed.
- Items / equipment with sharp ends that can damage the turf are not allowed on the turf
- Smoking, alcohol or use of any substance is not allowed in the premises
- Persons / organisations using School buildings/facilities must confine themselves to the room(s), corridor(s) or facilities assigned for their use during the contracted time. Areas must be vacated completely at the expiration of the time. Otherwise, overtime charges will be assessed accordingly.
- No supplies or equipment will be stored in school buildings or on school property without approval from the management of Spring Meadow
- Temporary signage is permissible only on contracted days, beginning one hour prior to use, and must be removed no later than the expiration of the contracted use time.



- Person(s) signing the contract shall assume full responsibility for the function or programme. The client shall maintain order within their group and provide proper supervision during the rental period.
- The client on behalf of the group shall assume responsibility for any loss or damage to school property.
- It is the responsibility of the client to obtain all necessary permits and licences, and to adhere to all the requirements of these permits and licenses.
- Client is required to pay a refundable caution fee at the time of booking. This fee will be refunded in full, approximately seven days after the rental, if the facility has been properly used and cleaned, without any damage to the facility and terms and conditions contained in this agreement have been met.
- Rental time shall be strictly enforced. There will be a charge of the hourly rate levied against the client for the use of an hour in excess of the time rented as per the rental contract.
- All equipment brought in must be logged in with the security and removed from the facility at the end of the rental period, after clearing by security
- A guest list must be submitted for access control and each member of the group identified by the client
- Guests are only allowed to use the toilets in the swimming pool changing room (for birthday parties on the playground) and the toilets by the security post for the use of the turf). They are not allowed in the building.
- A Spring Meadow staff / first aider will be available throughout the event (for children's birthday parties only).

Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_