

Mount Clear College Gym / Gym Change rooms

Location

The Gym is located at Mount Clear College, 59 Olympic Avenue, Mount Clear, Victoria 3350. Entry to the school is via Olympic Avenue or the Recreation Road Bus Loop. Entry to the gym is via the external gym door near the bus loop. Parking is available both on the grounds and in Olympic Avenue.

Bookings

Bookings are to be made through the College's Facilities Booking Coordinator.

The booking is not considered finalised until the School Council Hire Agreement has been returned and the bond has been paid. Hirers cannot advertise an event until after the booking is confirmed by the Facilities Booking coordinator.

School Council Hire Agreements must be approved by Mount Clear College School Council.

Cleaning

Cleaning is the responsibility of the Hirer. A condition report will be completed by the school and the Hirer prior to the hire.

The Hirer must leave the area used clean. It is at the school's discretion if an additional cleaning charge will be applied to the Hirer for any areas left in an unsatisfactory state. No food or beverages are to be consumed in the gym or gym change rooms.

The College will provide a broom and mop. Please sweep and spot mop any mud left on the floor.

Insurance

Please note that in order to use the gym you must have \$10,000,000 Public and Products Liability coverage, indemnifying the Hirers and Mount Clear College, during your use of the gym.

Emergency Management

Evacuation plans are placed next to doors in the gym and gym change rooms.

It is the responsibility of the Hirer to familiarise themselves with evacuation procedures.

In the case of an emergency please ring '000'.

CCTV

CCTV is in use in public spaces. Please refer to the College's CCTV Policy available on the College Website.

Smoking

All Victorian Government Schools are smoke free zones. It is an offence to smoke within 4 metres of the perimeter of the school.

Heating

Please let the College know if you require heaters to be left on during the hire period.

Payment

1. Bond payment is required on booking.
2. 50% of payment is required 21 days before booking
3. Payment in full is expected 1 day prior to booking

Bond

A \$150 bond is required from each Hirer to confirm your booking. Please note this may be forfeited for breaches of hiring as set out in conditions on the hire agreement form.

First Aid

First Aid consumables are the responsibility of the Hirer. The College has a Defibrillator in the front foyer. Please make yourself aware of the location. Entering the front foyer will activate the administration alarm. Please ring the Facilities contact person if this occurs.

Damage

The Hirer is responsible for payment for of any damage. A condition report will be completed by the school and the Hirer prior to the event. Football stops are not to be worn in the gym.

Use of College Logo

The College Logo can only be used with the permission of the Mount Clear College Principal and Marketing Manager. Please contact development@mountclearcollege.vic.edu.au if you seek to use any of the College's logos or branding.

Gym / Gym Change Room Hire Charges

All Hire Charges include 10% GST

Hire of Gym / Change Rooms / Toilets	Hourly Rate - \$60.00
Call out fee to resolve alarm issues (to be deducted from bond)	\$60.00 per hour – minimum 1 hour
Alarm activation (to be deducted from bond)	\$110 per incident

Cancellation of booking by Hirer

Hire of Gym / Change Rooms / Toilets	Penalty/Payment
90 or more days	Nil - Full bond and any other monies paid refunded.
7 days	Bond forfeited