

Highland Reserve State School Guidelines of Facilities Hire 2026

- 1 Permission for the use of the Hall is determined ultimately by the principal.
- 2 Hire rates are as per schedule attached.
- 3 Hirers must sign for a key.
- 4 Hirers are issued with an alarm code (if required)
- 5 All doors, windows, equipment and lights must be checked at the end of the hiring period and any damage must be reported and paid for by the hirer immediately.

Highland Reserve State School – Form of Undertaking

I, _____ undertake to abide by the conditions set out in the Highland Reserve State School's Hire Agreement and Guidelines of Hire. I understand that I am responsible for the keys, setting the alarm, the building and its contents during the term of hire.

Signature

Print Name

Date

Signature

Print Name

Date

Review date: 01/01/2027