



Narangba State School

EOI - REQUEST FOR HIRE

Email: bsm@narangbass.eq.edu.au Phone: 3491 1333

DETAILS OF PERSON HIRING SCHOOL FACILITY		
NAME		TELEPHONE NUMBER:
ADDRESS		1. 2.
ORGANISATION		
POSITION		
FACILITY TO BE USED	Hall	Multis Purpose Tennis Courts
NATURE OF PROPOSED USE – including days and times:		
<p>Signature: _____ Date: / /</p>		
USE – FURNITURE SET UP		
ALL FURNITURE SET UP AND PACKING UP IS THE RESPONSIBILITY OF THE HIRER.		
CLEANING		
IT IS THE RESPONSIBILITY OF THE PERSON BOOKING THE FACILITY TO LEAVE IT CLEAN AND TIDY. A CLEANING FEE MAY BE APPLIED IF THIS DOES NOT OCCUR.		
APPROVAL FOR USE / HIRE (Office use only)		
RECOMMENDATION FOR APPROVAL OF USE / HIRE	NAME:	Date: / / SIGNATURE:

IF YOUR PROPOSAL IS APPROVED YOU WILL BE PROVIDED WITH A HIRE PACKAGE CONTAINING THE HIRE AGREEMENT, SCHEDULE OF FEES AND RISK ASSESSMENT. PLEASE RETURN THE PACKAGE WITH ALL REQUIRED PAPERWORK FOR PROCESSING.