



MIAMI STATE SCHOOL

Application to Hire Multipurpose Courts, Hall and Oval

Miami State School

Enquiries:

Miami State School

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<https://www.miamiss.eq.edu.au>

RETURN APPLICATION:

POST AND IN PERSON

Miami State School

18-36 Oceanic Drive

Mermaid Waters QLD 4218

FEES AND CHARGES

Concessions are available on request, prior to use, for not-for-profit organisations. All fees will be confirmed in writing upon receipt of this application. A familiarisation visit can be arranged if requested. All prices are GST Inclusive.

Oval	\$40 per hour \$100 bond
Hall	Without Kitchen included: \$45 per hour \$164 per day Sunday to Thursday \$275 per day Friday and Saturday \$100 bond With Kitchen included: \$60 per hour \$200 per day Sunday to Thursday \$300 per day Friday and Saturday \$100 bond
Multipurpose Courts	\$40 per hour \$100 bond
Hub Classroom	\$35 per hour \$100 bond \$150 per day Monday to Friday

ADVERTISING OPTIONS

Newsletter - fortnightly	\$50 + GST
Distribution of printer flyers (Prep – Y6 require 36 bundles 30 flyers)	\$50 + GST

CONDITIONS OF HIRE

RULES

- All fees are to be paid at least one week prior to the booking.
- If a bond is paid it will be refunded by Miami State School, providing the Hirer has complied with the cleaning requirements and there is no damage to the facility. If additional cleaning is required, a rate of \$50 per hour will be charged. This will be deducted from the bond.
- Hirers of a room are liable for damage to any seating, structure, or fitting during the period the facility is hired and will pay compensation accordingly. Hirers of sporting facilities or school grounds are liable for any proven damage caused during the hiring period and will pay compensation accordingly.
- The School accepts no responsibility for any equipment or other material brought to or left on the premises by the Hirer.
- The Principal and/or their representatives shall have the right to access and attend any activity at any time during the period of hire.
- The Principal reserves the right to refuse hire of school facilities without explanation.
- The Hirer is responsible for Public Liability Insurance.
- The Hirer is responsible for bringing the information contained herein to the attention of their group. The Hirer is also responsible for the behaviour of their group whilst on the premises.
- Pets are not to be brought onto the premises.
- Smoking is not permitted on the premises.
- Parking is not permitted on grassed areas. Vehicles are to be driven and parked only on areas marked for parking.
- The Hirer is responsible for locking room, school gates and alarming facility prior to departure.

KEYS

Keys will be made available once fees have been paid and no earlier than 24 hours prior to the event. Once received, keys are the responsibility of the signatory and must not be copied or passed on to any other person. If keys are lost it is to be reported to the schools Business Manager, Jess, as soon as possible. Charges will be incurred for lost keys.

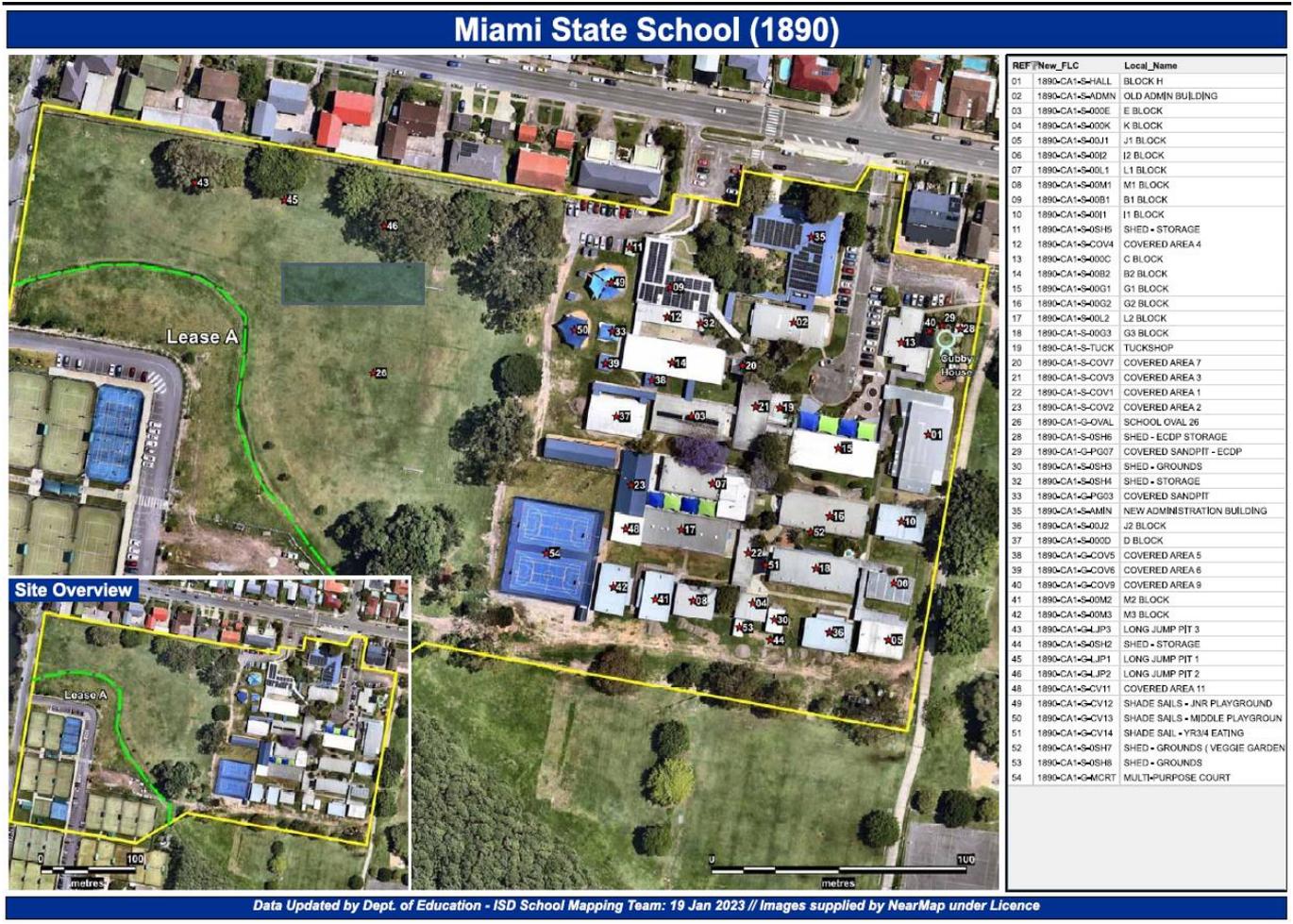
INSURANCE

While the facility is covered for Public Liability under the Department of Education and Training. This policy indemnifies the Insured Agency in respect of all sums for which it is legally liable to pay to a third party as compensation for personal injury and property damage as a result of an unexpected and unintended event in connection with its activities, in accordance with the policy terms and conditions. The Hirer must take out the appropriate insurance for the event.

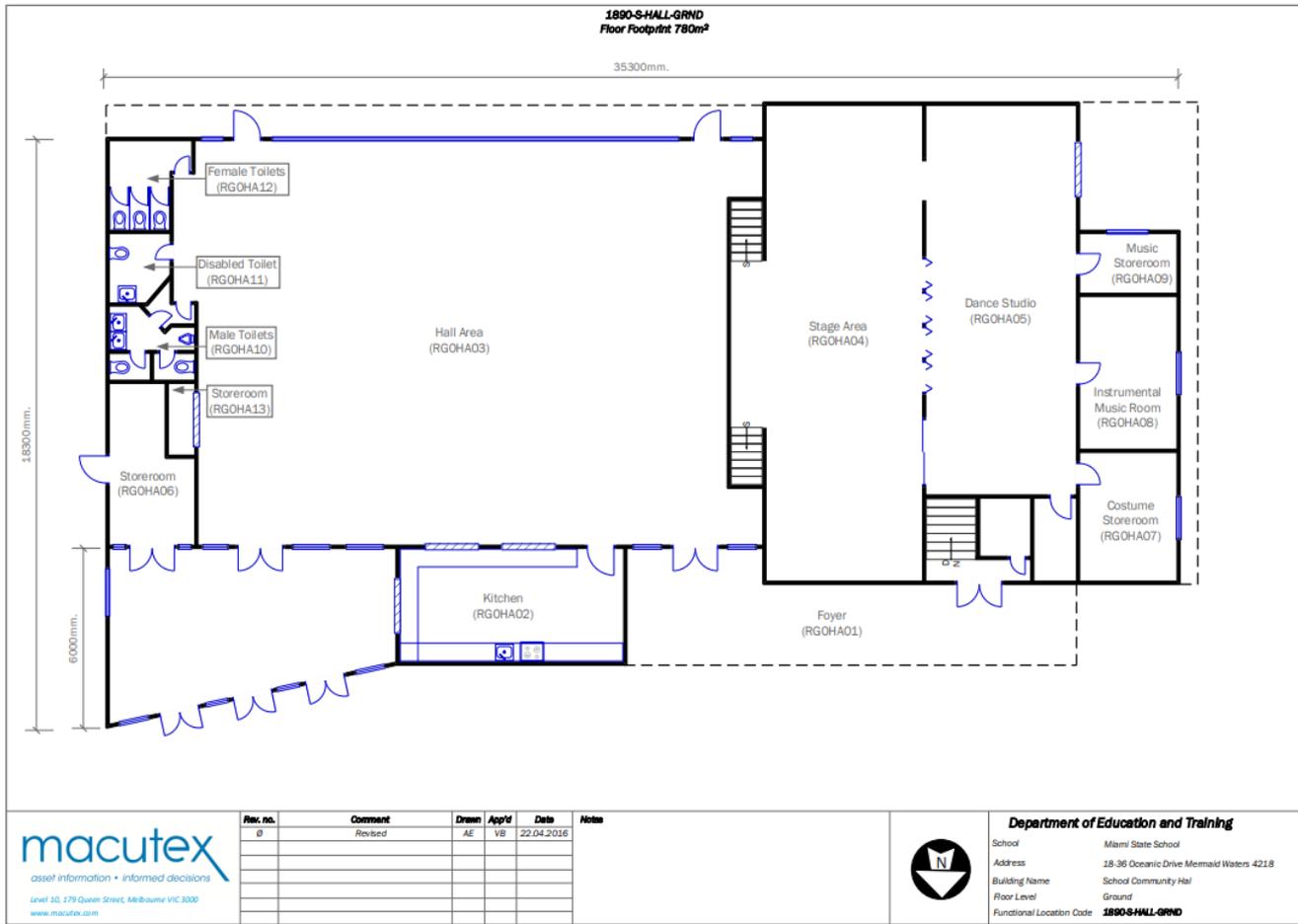
CLEANING

- All functions are to cease at or before 10pm followed by clean-up. The premises must be vacated by 11pm.
- The Hirer is responsible for all bin liners. Basic cleaning products are supplied.
- All bins must be emptied, and all rubbish is to be removed from the premises, including toilets and dressing rooms. The building surrounds, including car parks, are to be cleared of rubbish.
- Equipment and furniture are to be returned to its original location. Please do not drag furniture across the floor.
- Main floor area should be swept, and sticky or wet areas mopped. No excess water, particularly hoses, are to be used.
- All lights and fans are to be turned off, all windows and doors shut and secured when necessary.

VENUE MAP



HALL



MULTIPURPOSE COURTS



OVAL



HUB CLASSROOM



EVACUATION PROCEDURE

Fire and Evacuation Procedures (continuous playing of siren)

In the event of a FIRE or BOMB threat the alarm will sound
 In the case of an evacuation, prior to leaving your building, please listen for any announcements regarding which route to follow (see map below). If no announcement is made proceed to evacuate as per the following plan.

Students

- Teachers are to direct and supervise their students to:
- Stand up quietly and line up at the door – leave all personal equipment
 - Walk quickly and quietly to the Meeting Point
 - Line up in Roll Class groups in alphabetical order behind their marker
 - Sit quietly while teacher marks the roll
 - Remain seated in roll class groups until given further instructions

Teaching Staff

- Close doors and windows upon leaving the room (if possible)
- Collect the FIRE ROLL from your room to take to the Meeting Point
- Ensure all students exit the room in an orderly manner, with the teacher leaving the room last
- Supervise the walk to the Meeting Point
- Upon arrival at Meeting Point direct students to line up in their roll class group
- Teachers to mark the EVACUATION / FIRE ROLL of students who are present
- Once roll is marked, and you are satisfied that all students are accounted for in your class, hold the class ALL CLEAR card in the air to signal all accounted for
- ANY DISCREPANCIES are to be reported IMMEDIATELY by sending the roll to the CHIEF WARDEN with discrepancies noted thereon
- Actively supervise roll class group and keep noise to a very quiet level to ensure easy communication between administration, staff, and students
- Dismiss roll class group only upon being given the 'ALL CLEAR' from the Chief Warden

Specialist Teachers / Inclusion Teachers

- Evacuate students in your care as per the above instructions for 'Students' and 'Teaching Staff'
- Once you arrive at the Meeting Point, return students to their roll class to be accounted for
- You must then report to the CHIEF WARDEN to be accounted for

Support Staff / Visitors

- Assist with the classes you are in at the time of the evacuation
- Follow directions of the supervising teacher
- Once you arrive at the Meeting Point report to the CHIEF WARDEN to be accounted for

Tuckshop/Uniform Convoer

- Children at tuckshop at the time of alarm are to be supervised by Tuckshop staff
- Walk quickly & quietly to the Meeting Point
- Once you arrive at the Meeting Point report to the CHIEF WARDEN to be accounted for
- Once you arrive at the Meeting Point return students to their roll class

Identification / Roles & Responsibilities of Wardens / Administration Staff

EVACUATION COORDINATOR - Principal	Yellow Helmet
CHIEF WARDEN - Deputy Principal P-3 (Meeting Point 1)	Red Helmet
CHIEF WARDEN - Deputy Principal 4-6 (Meeting Point 2)	White Helmet
2 ND IN CHARGE – HOC (Meeting Point 1)	White Helmet
2 ND IN CHARGE – HOC (Meeting Point 2)	Green Helmet
SCENE MANAGERS - Facilities Officer / WHSO	Green Helmet
BACKUP WARDEN – Business Manager	

EVACUATION COORDINATOR AND AO2

- Phone relevant authorities – Fire and/or Police Service
- Sound continuous siren to initiate evacuation procedures
- Proceed to front entrance and await emergency services to direct them to scene

CHIEF WARDEN MEETING POINT

- Proceed to Meeting Point
 - Ensure all staff students are accounted for & advise Principal of Meeting Point status
- 2ND IN CHARGE – MEETING POINT 1**
- Sound an air horn / siren whilst checking status of A/B/E/D Blocks (including toilet facilities)
 - Proceed to Meeting Point 1
 - Advise Chief Warden of A/B/E/D Block status
- 2ND IN CHARGE – MEETING POINT 2**
- Sound an air horn / siren whilst checking status of C/H/I/J/K Blocks (including toilet facilities)
 - Proceed to Meeting Point 2
 - Advise Chief Warden of C/H/I/J/K Block status

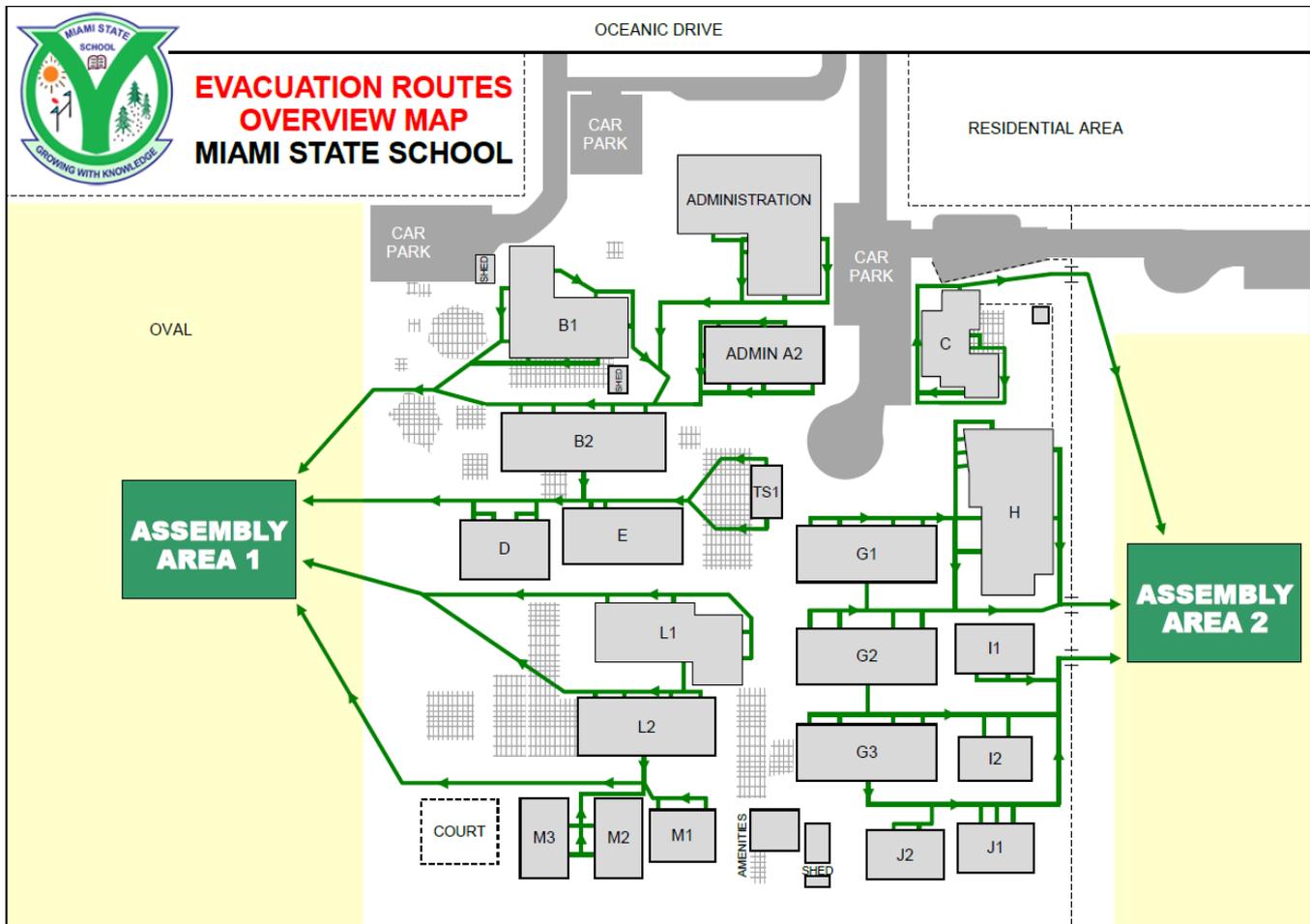
SCENE MANAGER

Proceed to scene and await emergency services whilst ensuring safe passage to meeting points

BUSINESS MANAGER (Back up Admin Officer AO2)

- Check following areas – G/L/M Blocks
 - Turn off main power
 - Advise Chief Warden of G/L/M Block status
- ADMIN OFFICER (AO2) Meeting Point 1 & ADMIN OFFICER (AAEP) Meeting Point 2**
- Phone School's Officer & advise fire location
 - Close security room & sick bay
 - Collect administration records – visitors' register, back up tapes, emergency contact list and proceed to Meeting Point
 - Take first aid kit
 - Advise Chief Warden of visitors/volunteers

WHEN ALL STAFF, STUDENTS & VISITORS ARE ACCOUNTED FOR THE CHIEF WARDEN WILL GIVE THE 'ALL CLEAR' SIGNAL AND TEACHERS WILL SUPERVISE THEIR STUDENTS BACK TO CLASS



OVERALL

Points to Discuss:

- Toilets/lights for toilets
- Parking
- Security lighting – 4am to 7am and 5pm to 10pm
- Security code
- Keys/fob
- Locking school security fencing

Hall:

- Kitchen
- Backstage
- Portable staging to be hired in – must have carpet feet
- Microphone
- Data projector
- Sound/lighting
- Lectern
- Chairs
- House lights
- Operable doors
- Test and tag

Multipurpose Courts:

- Toilets/lights for toilets
- Parking
- Security lighting – currently no lighting
- Security code
- Keys/fob

Oval:

- Toilets/lights for toilets
- Parking
- Security lighting – 4am to 7am and 5pm to 10pm
- Security code
- Keys/fob

Classroom:

- Toilets/lights for toilets
- Parking
- Security lighting
- Security code
- Keys/fob

Security Pin Pad Instructions:

1. Enter your **PIN NUMBER**
2. Press **OK**
3. **^** or for correct building
4. **OFF** or **ON** for each building you want to access
5. Press **END** to finish

Please call the **QLD Police Service Central Operations Room** (State Government Security) on **3224 6666 option 2** if you will be in the building after 11pm or accidentally set off the alarm for any reason.

School Security Gate instructions: