

# policy HIRE OF FACILITIES

## RATIONALE

Schools have a large variety of facilities that community groups can benefit from. Fair and reasonable hiring arrangements can prove mutually beneficial.

## AIMS

To allow the community maximum access to school facilities whilst ensuring the protection of the facilities themselves.

## IMPLEMENTATION

- School council has the authority to allow the use of school facilities by outside bodies when the facilities are not required for school purposes and also have the responsibility to establish the terms and conditions of use.
- School Council has decided to hire facilities such as the hall, library or gymnasium to external groups under the following conditions:
  - That a written hiring agreement is signed by it and the hirer before use commences using the approved Departmental templates, School Council Licence or School Council Hire Agreement.
  - That the written agreement cover such items as:-
  - The period of the agreement, specific times of use, and areas to be used.
  - Contact names and telephone numbers of both parties.
  - Access and security arrangements including arrangements with keys and locking up
  - Damage to property and arrangements to repair any damage.
  - Cleaning arrangements.
  - Car parking.
  - Notification arrangements to the hirer if the school requires the facility during the normal hire period.
  - School Council's right to revoke the agreement at any time.
  - A hiring fee. Hourly rate: \$44 Half day rate: \$110 Full day rate: \$220 Security Deposit: \$500
  - That a certificate of currency for \$10 million of Public Liability Insurance is provided for each event.
  - All hirers that engage in 'child related work' as defined in the Working With Children Act 2005 are required to have a valid Working with Children Check. School Council will determine what persons require a WWCC and obtain satisfactory evidence of a valid WWCC.
- School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
- School Council reserves the right not to hire facilities to groups it does not wish associated with the school.
- School Council will not charge a fee for the use of facilities by groups associated with the school (eg: Parents and Friends Association).
- The principal will be the day-to-day contact for groups hiring school facilities.

## EVALUATION

This policy will be reviewed as part of the school's three year review cycle.

Reference: <http://www.education.vic.gov.au/management/infrastructure/shareduse.htm>