



GLENROY WEST PRIMARY SCHOOL 4809 HIRE OF FACILITIES POLICY

INSPIRE GROW ACHIEVE

1. Rationale:

Schools have a large variety of facilities from which community groups can benefit. School Councils may hire these facilities to third parties whereby fair and reasonable hiring arrangements can prove mutually beneficial.

2. Aims:

- To allow the community maximum access to school facilities whilst ensuring the protection of the facilities themselves.
- To raise revenue to cover the school's costs for utilities, essential services and building/grounds maintenance, resulting from community use of school facilities.

3. Implementation:

3.1 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.

3.2 School Council has decided to hire facilities such as the Hall and classrooms to external groups under the following conditions: -

- 3.2.1 All groups wishing to use the school's facilities are required to make a written initial application to the Principal detailing the facilities, times and purposes for which the grounds or facilities are being sought.
- 3.2.2 Each application will be considered by the Principal on its merits, referring to an up to date booking schedule to ensure availability.
- 3.2.3 Successful applicants will be advised in writing and will be required to enter into either a 'One-Off Hire Agreement' with the School Council or enter into a 'License Agreement' for regular use of the grounds or a specific facility. These agreements are required irrespective of whether or not a hire fee is charged.
- 3.2.4 The Department of Education & Training (DET) provides template Agreements for use by School Council which we will use.
- 3.2.5 Hire and Licence Agreements typically request information such as purpose, dates and times of use, area of use, key contact names and numbers, security arrangements, details regarding league affiliations, insurance (minimum of \$10,000,000 public liability) and incorporation details, a hiring fee, litter, cleaning requirements, noise control, vehicles on school property, car parking etc. and the rights and responsibilities of both parties.
- 3.2.6 Notifications such as unavailability to the hirer if the school requires the facility during the normal hire period, a hiring fee and key/security fob bond of \$200, School Council's right to revoke the agreement at any time, damage to property and arrangements to repair any damage etc.

3.3 The Principal or nominee will liaise directly with the key contact person/s and vice-versa should any concerns arise.

3.4 School Council via the Principal will ensure that the school grounds and facilities are well kept and maintained in a safe manner.

3.5 School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.

3.6 School Council reserves the right not to hire facilities to groups it does not wish associated with the school.

3.7 School Council will not charge a fee for the use of facilities by groups associated with the school (e.g.: Parents and Friends Association or Community Events Committee).

3.8 The Principal will be the day to day contact for the groups hiring school facilities in conjunction with School Council and Finance Committee.

4. Evaluation:

This policy will be reviewed as part of the school's three-year review process.
This policy was ratified by School Council 31 st August 2015
The policy will be next reviewed 2018

References and Related Documents:

DET School Policy & Advisory Guide
<https://edugate.eduweb.vic.gov.au/Services/legal/Pages/default.aspx>