

# Policy Document

## HIRE OF FACILITIES

### Rationale

- Schools have a large variety of facilities from which community groups can benefit. Under Section 15AA of the Education Act 1958, School Councils may hire these facilities to third parties. Fair and reasonable hiring arrangements can prove mutually beneficial.

### Objectives

- 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 may determine to hire facilities such as the hall, library or gymnasium to external groups under the following conditions: -
  - The individuals or organisation hiring the facilities have taken out appropriate public liability insurance and can provide documentation to that effect.
  - A written hiring agreement provided by School Council be signed by Council representative and the hirer before use. The Facilities & Infrastructure Branch provides advice to School Councils regards such agreements. However, the written agreement should cover such items as:-
    - a. The period of the agreement, specific times of use, and areas to be used.
    - b. Contact names and telephone numbers of both parties.
    - c. Access and security arrangements including arrangements with keys.
    - d. Damage to property and arrangements to repair any damage.
    - e. Cleaning arrangements.
    - f. Car parking.
    - g. Notification arrangements to the hirer if the school requires the facility during the normal hire period.
    - h. School Council's right to revoke the agreement at any time.
    - i. The hiring fee (otherwise than in exceptional circumstances to be paid in advance).
  - School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
  - School Council reserves the absolute discretion to refuse requests for the hire of facilities as it sees fit and is not obliged to provide any reasons for doing so.
  - School Council will not charge a fee for the use of facilities by groups associated with the school (eg: Fundraising sub- committee, Parents and Friends Association).
  - The principal will be the day-to-day contact for anyone wishing to hire school facilities.

### Evaluation

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

### Ratification

Ratified by School Council: 24 April 2013

School Council President: Glen Noble

Principal: Anne McPhee



# Policy Document

Hiring, licensing and shared use of school facilities policy guidelines from DEECD website

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<http://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/sharedfacilities.aspx>