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## Cranbourne West Primary School No. 5189

### **HIRE OF FACILITIES POLICY**

#### **RATIONALE:**

Schools have a large variety of facilities that community groups can utilise. Fair and reasonable hiring arrangements can prove mutually beneficial. The School Council allows its facilities to be hired by the community as a means of generating income for the school and to maximize the use of community facilities.

#### **GENERAL STATEMENT:**

The community should be allowed maximum access to school facilities whilst ensuring the protection of the facilities themselves. The Facilities Manager administers the hiring of the hall, presents applications to School Council for approval and makes recommendations to School Council on matters relating to this task. He operates within the guidelines laid down by School Council.

#### **IMPLEMENTATION GUIDELINES:**

- School commitments will always take priority.
- 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 has the responsibility to establish the terms and conditions of use.
- School Council is committed to a 'no party policy.'
- The individuals or organization hiring the facilities will be assessed as to whether they are required to take out public liability insurance and will provide documentation to that effect.
- The Facilities Manager will be the day-to-day contact for groups hiring school facilities.
- The Facilities Manager and the hirer sign a written hiring agreement before using the facility.
- The Facilities Manager will also ensure:
  - \* Applications are submitted to school council for approval
  - \* All applications are vetted for appropriateness
  - \* Make appropriate arrangements for access, key allocation, and instruction in the use of heating, lights, security, and cleanliness.
  - \* Prepare the required paperwork including Application Forms, Conditions of Hire, and Check Lists.
  - \* Support the Administration Staff in keep appropriate records for accounting purposes.
  - \* Liaise with cleaning contractor, canteen manager and interested parties in regard to hall usage.
  - \* Ensure adequate resources are available.
  - \* Report to School Council on a regular basis.
- The written agreement covers 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 measures including arrangements with keys, locking up and penalty for false alarm responses.
  - d. Damage to property and arrangements to repair any damage.
  - e. Cleaning arrangements.
  - f. Car parking.
  - g. A hiring fee.
  - h. Hirers will be charged for times booked unless the school is notified of session cancellations prior to the issuing of invoices.
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- The school has the right to revoke the agreement at any time.
  - School Council will respond to any concerns expressed by the hirer about unsafe or dangerous equipment, buildings or facilities.
  - School Council reserves the right not to hire facilities to groups it does not wish to be associated with the school.
  - School Council will not charge a fee for the use of facilities by groups associated with the school (e.g. Parents and Friends Association).
  - School Council may determine an appropriate fee for 'non-profit' community group activities.
  - School Council will review the hourly hiring rate charged for use of the Gymnasium annually.
  - Joint Use Hiring Agreements will be renewed annually where appropriate.
  - Hirers will be required to pay a \$200 bond prior to using the Gymnasium. Satisfactory adherence to hiring conditions will result in this amount being refunded at the conclusion of the hiring agreement.

**EVALUATION:**

The Facilities Manager will evaluate this policy annually.