

HIRE OF FACILITIES

PURPOSE

Murrumbeena Primary School has the facilities from which the school community and broader community may benefit.

AIMS

- To allow the community access to school facilities whilst ensuring the protection of the facilities themselves.
- To allow the community access to school facilities whilst ensuring priority is given to the educational programs within the school.

GUIDELINES

- Under legislation, school councils are authorised to hire and licence school facilities where these are not required for ordinary school purposes and are to be applied to recreational, sporting or cultural activities.
- The use of facilities is at the discretion of the School Council which reserves the right to accept or refuse the hiring of the facility at any time.
- The School Council reserves the right to select the most appropriate applicant(s), based on the following criteria:-
 1. Possible impact on school facilities/programs
 2. Established community links with the school
 3. Participation of the current students in the proposed program.
- Applications to use the facilities must be in writing and be presented to the school. Appendix 1 is to be used for such an application.
 - Annually by 31 October for use of facilities on a regular basis in the following school year.
 - A minimum of one month ahead of the desired date for one-off use of facilities.
- A written hiring or licence agreement will be provided by the School Council to be signed by School Council and the hirer before use.
- DEECD Hire agreements apply when the community uses a facility on a one-off basis. Appendix 2 is to be used for such an agreement.
- DEECD Licence agreements apply when the community uses a facility on a regular basis. Appendix 3 is to be used for such an agreement.
- The written agreement will cover such items as:-
 1. The period of the agreement, specific times of use and areas to be used
 2. Contact names and telephone numbers of both parties
 3. Access and security arrangements including arrangements with keys
 4. Damage to property and arrangements to repair any damage
 5. Cleaning arrangements

6. Car parking
 7. Notification arrangements to the hirer if the school requires the facility during the normal hire period
 8. Hiring charges.
- The hirer of the school's facilities will be liable for any loss, damage or legal liability incurred and therefore must hold Public Liability Insurance.
 - A nominated member of the School Council will be responsible for administering the 'Hire of School Facilities' policy and will be the initial contact for inquiry regarding facility usage.
 - A non-negotiable condition of the hiring or licence agreement relating to school building use is that a member of the School Council, staff or nominee authorised by the School Council must open the school, attend to security and be on site to check facilities conditions before securing premises.
 - The School Council reserves the right to charge the hirer a fee based on the activity.
 - A hiring charge and bond per facility will be set by the School Council and reviewed annually.
 - A bond and hiring fee must be paid to the school prior to the hirer's activity taking place with the bond being fully refundable, if no damage is incurred as a result of the hiring arrangement.
 - All licence agreements will be reviewed annually.
 - A hire or licence agreement may be terminated by either party by giving two weeks' notice in writing.
 - After inspection of the facility, the release of the bond will follow one week after the termination of the usage.
 - Smoking is not permitted within the grounds or buildings of the school.
 - The hirer must be self-sufficient when using the facilities e.g. adult supervision, first aid, mobile phone.
 - Any individual or group using the school's grounds inappropriately or trespassing will no longer be permitted to hire the school facilities.

EVALUATION

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