

Policies

Hire of Facilities Policy

Status: Ratified by School Council

Date: October 2013

Rationale:

Schools have a large variety of facilities from which community groups can benefit. Under the Education and Training Reform Act 2006, School Councils may hire these facilities to third parties where these are not required for ordinary school purposes and can be used for recreational, sporting or cultural activities. 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.

Guidelines:

- RHPS (Rolling Hills Primary School) will follow DEECD's (Department of Education and Early Childhood Development), 'Hiring, Licensing and Shared Use of Facilities Policy'.
- School Councils must use the Department's agreement templates for hiring and licensing with third parties. The hiring agreement is used when the community uses a facility on a one-off basis. The licensing agreement is used when the community uses a school facility on a regular basis.
- School Council has decided to hire facilities such as the hall and gymnasium to external groups under the following conditions:
 - That the Department's written hiring or licensing agreement, provided by School Council, be signed by Council and the hirer before use. The Facilities & Infrastructure Branch provides advice to School Councils regarding such agreements.
 - That the individuals or organisation hiring the facilities have taken out appropriate public liability insurance and can provide documentation to that effect.
- That the written agreement 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. A hiring fee.

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 extend its SchoolPac Cover to cover the hirer's public liability commitment.
- 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 (e.g. Parents and Friend's Association).
- The Principal, or principal nominee will be the day-to-day contact for groups hiring school facilities.

Evaluation:

The Hire of Facilities Policy will be reviewed annually with a major review undertaken every 3 years by the Education Sub-Committee of School Council.

References: SchoolPac Insurance cover available through ASCIV ph: 03 9808 2499
<http://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/sharedfacilities.aspx>