



Hire of School Facilities Policy

RESPONSIBILITY: PRINCIPAL/ASSISTANT PRINCIPAL

1. RATIONALE

- 1.1. Schools have a large variety of facilities that community groups can benefit from. Fair and reasonable hiring arrangements can prove mutually beneficial.

2. OBJECTIVES

- 2.1. To allow the community maximum access to school facilities whilst ensuring the protection of the facilities themselves.

3. IMPLEMENTATION STRATEGIES

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.
2. School Council has decided to hire facilities such as the hall, library or multi-purpose room to external groups under the following conditions:
 - 2.1. That the individuals or organisation hiring the facilities have taken out public liability insurance and can provide documentation to that effect.
 - 2.2. That a written hiring agreement is signed by School Council and the Hirer before use commences.
 - 2.3. 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 and locking up.
 - d) Damage to property and arrangements to repair any damage caused during hire period.
 - 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.
3. School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings, or facilities.
4. School Council reserves the right not to hire facilities to groups it does not wish associated with the school.
5. School Council will not charge a fee for the use of facilities by groups associated with the school (e.g. Parent and Teacher Association) providing the use is a school related activity.
6. The Principal will be the day-to-day contact for groups hiring school facilities.

4. EVALUATION

- This policy will be reviewed annually.

Staff approved:

Review: July 26, 2017