HIRE OF FACILITIES POLICY

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.
  Hiring facilities allows the community maximum access to school facilities, however it must also ensure the protection of the facilities themselves.

IMPLEMENTATION

- Plenty Parklands 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 has decided to hire facilities such as the hall, outdoor spaces or gymnasium to external groups under the following conditions: -
- All groups wishing to use the school's facilities are required to make an initial application to the business manager detailing the facilities, times and purposes for which the grounds or facilities are being sought.
- Each application will be considered by the business manager and member of the principal class on its merits, referring to an up-to-date booking schedule to ensure availability.
- Each appropriate application is taken to school council to seek endorsement.
- Successful applicants will be advised and will be required to enter into a 'License Agreement' for regular use of the grounds or a specific facility. These agreements are required irrespective of whether or not a hire fee is charged.
- The Department of Education and Training provides template Agreements for use by school council which we will use.
- Hire and Licence Agreements typically request information such as purpose, dates and times of use, areas of use, key contact names and numbers, security arrangements, details regarding league affiliations, insurance and incorporation details, a hiring fee, litter, noise control, vehicles on school property, car parking etc., and the rights and responsibilities of both parties.
- The business manager or delegate will liaise directly with the key contact person/s and vice-versa for day-to-day contact and should any concerns arise.
- School council via the school representative will ensure that the school grounds and facilities are well kept and maintained in a safe manner.
- 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.: Coffee and Chat for Family Fun Night).

EVALUATION

- This policy will be reviewed to reflect changes to legal requirements and best practice.

REVIEW CYCLE

This policy was last updated in **February 2019** and is scheduled for review in **February 2020**.

Endorsed by School Council in February 2019.

References: http://www.education.vic.gov.au/school/principals/spag/infrastructure/pages/sharedfacilities.aspx