

Adopted: June 2002

Review Date: June 2018

Reviewed and Amended: June 2015

## Policy Name: Hire of Facilities

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

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### AIMS

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

### 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 has decided to hire facilities such as the hall, library or gymnasium to external groups under the following conditions: -
    - That the individuals or organisation hiring the facilities have taken out public liability insurance and can provide documentation to that effect.
    - That a written hiring agreement be signed by Council and the hirer before use.
    - 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.
      - 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.
  - To assist hirers – School Council may extend its SchoolPac Cover to cover Public Liability for hirers.
  - 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 (eg: Parents and Friends Association).
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# Buln Buln Primary School Policies and Procedures

- The Principal will be the day-to-day contact for groups hiring school facilities.

## **EVALUATION**

This Policy will be reviewed as part of the school's review cycle.

### BULN BULN PRIMARY SCHOOL Facilities Hire Agreement

<b>Organisation:</b>	
<b>Contact Person:</b>	
<b>Address:</b>	
<b>Telephone:</b>	

We apply to use the Multi/Courts/Oval/ Staffroom / Classroom No/Library.

\_\_\_\_\_ between the hours of \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

commencing \_\_\_\_\_ until \_\_\_\_\_ for the purpose of

\_\_\_\_\_

#### Conditions of Hire

- In accepting this agreement I/we hereby comply with the following conditions:-
- I/We agree to pay the hire fee of \$ \_\_\_\_\_ per hour / for the period stated above.
  - All litter will be cleaned up after use.
  - I/We will be responsible for any damage incurred whilst we are in attendance.
  - The facility will be left in the same condition as it was found.
  - Parking will only be in designated car park areas.
  - There will be no ground alterations without permission of the School.
  - The School facilities will not be used at any other time without first seeking permission from the School.
  - **I, the hirer will produce to the School evidence of Insurance for Public Liability.**

I/We fully understand the conditions of the hire of the School Facilities and accept full responsibility.

I/We understand that the School is able to revoke this agreement if any of the abovementioned conditions are not complied with.

I/We understand that the School will give written notice should a hired facility need to be cancelled due a school function.

I/We understand that there may be a fee associated with opening and closing the School and disarming the Security System.

I/We shall make no claim whatsoever, howsoever arising, against the School, its Council, its staff or employees as a consequence of the hire of this facility and shall indemnify and keep indemnified, the School, its staff and employees from any claim by another party.

The hirer shall immediately upon demand, pay for or reimburse the School for the cost of rectification of any damage done to School property arising from the hire of the facility.

Signed: .....

Dated: .....

A booking can not be accepted until the signed agreement is returned together with written evidence of Public Liability Insurance. Conditions may be varied by School Council Agreement.