



Warragul North Primary School **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.

Aims:

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

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.
- All groups wishing to use the school's facilities are required to complete the Warragul North Primary School 'Application for Hire of School Facilities' forms, detailing the facilities, times and purposes for which the grounds or facilities are being sought for hire.
- Each application will be considered by the principal on its merits, referring to an up-to-date booking schedule to ensure availability.
- Hire arrangements will only be sought with organisations, companies and societies that have a positive public image and are associated with products and services appropriate for a school to align themselves with.
- Successful applicants will be advised in writing and will be required to enter into either a 'One-Off Hire Agreement' with the school council or enter into an 'Ongoing Hire 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.
- Hire 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, a hiring fee, litter, noise control, vehicles on school property, car parking etc. and the rights and responsibilities of both parties.
- Facilities hired must be left clean and the hirer will be responsible for the cost of any damage incurred.
- School Council via the principal will ensure that the school grounds and facilities are well kept and maintained in a safe manner.
- School Council has the discretion to waive the fee for use of facilities by groups associated with the school (e.g. Parents Club) or non-profit community group where appropriate.
- Principal nominee will be the day-to-day contact for groups hiring school facilities.
- The 'Application for Hire of School Facilities' and 'Hire Agreement' forms are located in the policy handbook.
- The hire fee will be reviewed annually by School Council.

Evaluation:

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

This policy was adopted by School Council on October 2015

This policy was reviewed by School Council in September 2020