



# Elwood Primary School No 3942

Scott St. Elwood 3184 Telephone 9531 2762 Fax 9531 5497

## POLICY NO 28 : Hire/Use of School Facilities

Reviewed : May 2009

### PURPOSE

To enable school facilities to be available as far as possible to members of the school and local community, for purposes which are consistent with the values of the school.

### BROAD GUIDELINES

The decision on any application for use of school facilities is taken by the School council, or the Principal in consultation with a representative of the School Council, taking account of these policies and guidelines.

#### Hiring of facilities on an ongoing or casual basis (including grounds hire)

1. Factors in determining an application to hire the premises and priority in hiring include
  - Availability in relation to school programs
  - Daily/evening use of school facilities
  - Membership of the school community
  - The purpose of hiring
  - Potential issues regarding security
2. Successful applicants must provide a copy of their own public liability insurance
3. Applicants pay **in advance by term** or by approved arrangement
4. Applicants must agree to a set of conditions of hire as set out in this policy.
5. Use before 5.30pm on a weekday is generally acceptable provided it does not interfere with school usage (including OSHC)
6. There are no facilities for hirers to store equipment at school.
7. One month's notice of discontinuation of hire must be given by ongoing hirers.
8. Arrangements for hire may be varied by the school at any time, as school needs always have priority.

#### Additional points relevant to casual hire

1. In the case of competing applications, preference is given to application from members of the school community.
2. Applicants must provide a bond of \$400 (or \$150 for use on a weekday after 6.00pm) to cover damage, security callout or key replacement (refundable).
3. An additional \$100 cleaning fee applies to all hire outside normal school hours ie after 6.00pm Monday to Friday and weekends. If a yearly booking is made, cleaning rates can be negotiated (non-refundable).

### IMPLEMENTATION

Applications for use of school buildings should be on the attached form, and will be decided by the School Council or by the Principal in consultation with a representative of the School Council.

#### Conditions of Use

Hirers agree to:

1. Obtain and provide details of public liability insurance; and acquire and comply with any appropriate license regulations;
2. Obtain and provide a copy of a Working with Children Check as specified by DEECD.
3. Collect keys from the school office and return keys to the School Office within 24 hours of use, or by 10.00am on Monday following any weekend use;
4. Clean the premises, bag all the rubbish and place rubbish in the specified hopper;

5. Leave rooms set up as they were when the hirer arrived;
6. Pay the cost of any damage to school facilities which occurs during the hire period;
7. Only use Blu-Tak to attach displays (no pins, staples or tape)
8. Keep keys secure and in the possession of the hirer at all times, keeping building locked when not in use.
9. Disarm the security system appropriately and set the security system after use (failure to do so will incur a cost to the hirer or the security call-out, currently \$110);
10. Use only rooms or grounds specified in the agreement
11. Enter and vacate premises at the agreed times;
12. Avoid activities which may be a fire hazard;
13. Ensure accessibility of building exits at all times.
14. Ensure no smoking occurs in the building or schools grounds
15. Ensure all heaters/fans/lights are switched off
16. Consider school neighbours when arriving or leaving premises

### Rates per Session

Rates are determined by School Council or Principal as above, and will be revised annually.

Facility	3.30pm - onwards	Weekend – per day or part thereof
<b>Hall</b> (includes heating and access to toilets). This may also include kitchen.	\$40.00 per hour	\$200.00
<b>Art Room</b> (Studio)	n/a	\$40.00 per hour
<b>Grounds</b>	\$40.00 per hour : No disruption to OSHC program	
<b>School Park</b>	Contact City of Port Phillip for use outside school hours. Not available in school hours.	
Hire of any part of the school buildings or premises for commercial or film shoots.	Minimum \$1,000/half day	

Free access may be provided for groups including:

- Kindergartens;
- Community Service groups approved by School Council or Principal as above.

### Security

1. Keys are to be collected and signed out from the School Office during office hours, upon completion of an application form and approval as above.
2. Keys are to be returned to the School Office within 24 hours of use, or by 10.00am on Monday following any weekend use.
3. The bond will be returned upon satisfaction of the Principal or representative or School Council that conditions of hiring have been met.

### RESOURCES

1. School facilities

### EVALUATION

Review in 2012



# FACILITIES HIRE AGREEMENT

Please note : Smoking is not permitted by law in Government buildings or grounds

HIRER'S NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

ORGANISATION : \_\_\_\_\_

Email address : \_\_\_\_\_

PHONE NO. HOME \_\_\_\_\_ BUS \_\_\_\_\_ MOB \_\_\_\_\_

DATE/S REQUIRED : \_\_\_\_\_

HOURS REQUIRED : \_\_\_\_\_

REASON FOR HIRE/DETAILS OF FUNCTION : \_\_\_\_\_

COST OF HIRE : \_\_\_\_\_ BOND REQUIRED : \_\_\_\_\_ TOTAL \_\_\_\_\_

HIRER'S PUBLIC LIABILITY POLICY : \_\_\_\_\_

WORKING WITH CHILDREN CHECK : \_\_\_\_\_

N.B. The school and/or DEECD is exempt from liability in cases of public hire of school property

BOND – casual use only (refundable) \$400.00

CLEANING (non refundable) \$100.00

HIRE \$ \_\_\_\_\_

**TOTAL :** \$ \_\_\_\_\_

I have received, read, understood and agreed to the **Conditions of Use.**

**Signed :** \_\_\_\_\_ **Date :** \_\_\_\_\_

OUT				RETURNED	
Key no	Signature	Date	Time	Signature	Date



## Ongoing Hire of Facilities at Elwood Primary School

The decision on any application for use of school facilities is taken by the School Council, or the Principal in consultation with a representative of the School council, according to school policy.

1. Successful applicants provide a copy of their own Public Liability insurance.
2. Applicants pay in advance by term according to the schedule below.
3. Applicants agree to a set of conditions (including returning the premises to the condition in which they were provided). In particular, failure to appropriately disarm the security system leads to a cost (\$110) to cover the security call-out. This cost is passed on to the hirer.
4. A \$100 cleaning fee applies to all hire outside normal school cleaning hours ie till 6.00pm Monday to Friday. If a yearly booking is made, cleaning rates can be negotiated.
5. School needs have priority in all hire arrangements.
6. Hirers make their own arrangements for their equipment. There are no facilities to store equipment at school
7. One month's notice of discontinuation of hire must be given, and no refunds are considered.

### Rates per Session

Rates are determined by School Council or Principal as above using the following as a scale.  
Rates are revised annually.

Facility	3.30-5.30pm	Weekend – per day or part thereof
Hall	\$40.00 per hour	\$40.00 per hour
Art Room (Studio)	\$40.00 per hour	\$40.00 per hour
Grounds	\$40.00 per hour	\$40.00 per hour
School Park	Contact City of Port Phillip for use outside school hours. Not available in school hours.	
General	Hire of any part of the school buildings or premises for commercial or film shoots; minimum rate of \$1,000/half day Hall hire includes access to the hall with heating and toilets.	