



Elwood Primary School No 3942

Scott St. Elwood 3184 Telephone 9531 2762 Fax 9531 5497

POLICY NO 28 : Hire/Use of School Facilities

Reviewed : February 2021

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 hiring purpose
 - Potential issues regarding security
2. Successful applicants must provide a copy of their own public liability insurance and a copy of their Working with Children's Check.
3. Applicants must pay term fees in full before commencing a new term.
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.
9. In the case of competing applications, preference is given to application from members of the school Community.
10. An additional \$100 cleaning fee may apply if conditions of use are not met.
11. Community sport clubs need to provide their own first aid kit as there is no access to school buildings or nurse after 3.30pm

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 or risk management.
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 take it with you to assist our sustainability goals.
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

Casual rates per Session

Casual rates are determined on a case by case basis and fees are negotiated and agreed to by both parties as set out in the School Council Licence Agreement.

Free access may be provided for groups including:

- 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.

RESOURCES

1. School facilities

EVALUATION Review in 2023



SHORT TERM/CASUAL 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 DET is exempt from liability in cases of public hire of school property

CLEANING (non refundable) if required \$100.00

HIRE \$ _____

TOTAL : \$ _____

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

Signed : _____ **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 and Working with Children's Check.
2. Applicants must pay terms fees in full before commencing a new term.
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 may apply to all hire outside normal school cleaning hours if required. 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 and are negotiated on a case by case basis and fees negotiated and agreed to by both parties as set out in the School Council Licence Agreement.