HIRE OF FACILITIES

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. The School's Reference Guide also details the conditions under which the School Council can hire or lease school facilities.

AIM:

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

IMPLIMENTATION:

- 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 areas of the school buildings and grounds are both alcohol and smoke free.
- School Council may decide to hire school facilities to external groups under the following conditions:
    i. That the individuals or organisation hiring the facilities have taken out appropriate public liability insurance and can provide documentation to that effect
    ii. That a written hiring agreement provided by School Council be signed by Council and the hirer before use
    iii. That written agreement cover such items as: (see appendix 1)
        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.
        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 and bond to be set by School Council
- School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
- Neither the School Council nor any person acting on behalf of School Council shall be liable for any loss, injury, damage or legal liability incurred by the hirer.
- 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)
- The principal will be the day-to-day contact for groups hiring school facilities.

EVALUATION:

This policy will be reviewed by School Council as part of the cyclical reviewing of policy documents in accordance with DET guidelines.

POLICY REVIEW AND APPROVAL

Policy last reviewed	March, 2025
Approved by	School Council
Next scheduled review date	March, 2026

Fairhills Primary

Appendix 1

Permanent and Casual Facility Booking Form

Name of Hirer:.....

Name of Contact Person:.....

Address: .....

Telephone Numbers: BH..... **AH**..... **Mobile**.....

Nominated Key Holder: .....

Telephone Numbers: BH..... **AH**.....

Mobile.....

Details of Facility to Be Booked: ✓Please Tick appropriate boxes.

☐ Hall ☐ General Purpose Room ☐ Classroom

☐ Library ☐ Music Room ☐ Canteen ☐ Other: .....

☐ Casual Booking ☐ Permanent Booking

Dates for Hiring:
From: .....

To: .....

Times for Hiring:
From: .....

To: .....

Are there any dates that you will not be requiring the facility/s this period? If yes, please specify:

.....

***Please note: Permanent bookings must be confirmed for each calendar year.**
The School Council has the right to vary all or part of this understanding in the event of any or all of the conditions being breached.

Car parking is to be on the asphalt only, in the Staff carpark or on the street. The hired facility must be left in a clean and tidy condition.

If any damage occurs to any facilities or equipment the bond will not be returned. Any excess replacement costs will be charged to the hirer. The School Council reserves the right to refuse further bookings for groups who have damaged or misused school property.

Details of Activity

Type of activity: ……

Number of people involved:……

I hereby apply under and in accordance with the attached conditions for the use of the

…… **for the purpose and times as listed above. I agree to pay the charges/levies by the School Council. I have a Public Liability policy for this booking.**

Signature: ……

Date: ……