

PARKHILL PRIMARY SCHOOL

POLICY: Hire of Facilities Policy

PROGRAM LEADER: Mr Rodney McKinlay

DATE RATIFIED BY SCHOOL COUNCIL: August 2014

RATIONALE

Schools have a large variety of facilities that school and local community groups might benefit from. Fair and reasonable hiring arrangements can prove mutually beneficial. Parkhill PS has facilities from which the school community and broader community might hire by agreement inside and outside normal school hours for appropriate purposes.

AIMS

1. To ensure that hire arrangements are clearly defined.
2. To allow the community maximum access to school facilities whilst ensuring the protection of the facilities themselves.
3. To define approval process/authorities.

IMPLEMENTATION

- School Council has the authority to allow the use of school facilities when the facilities are not required for school purposes.
- School Council is responsible for establishing the terms and conditions of use for any hire arrangements.
- School Council delegates the authority to approve ad-hoc facilities hire to the principal (or his/her nominated representative).
- The Principal may authorise hire facilities such as, but not limited to: the hall, library, Science Kitchen, or soccer field, etc. to individuals or groups under the following conditions:
 - The individual or group hiring the facilities have taken out public liability insurance for at least \$10,000,000 and can provide documentation to that effect.
 - The Department has removed the requirement for not-for-profit community groups, engaged in low risk activities, to have \$10 million public liability insurance when hiring school facilities and school councils will continue to be covered through the Department's Public Liability insurance with the Victorian Managed Insurance Authority, if this is the case.
 - A signed **Hire Agreement** or **Licence Agreement** be in place **7 days** before hire date.
 - Hire and Licence fees and bond requirements will be set by School Council, on the recommendation of the Finance Committee, and reviewed annually.
 - A **Hire Agreement** is to be used when a group or individual uses one or more of the School's facilities on an ad-hoc or one-off basis. The school will follow DEECD guidelines in regards to asking for evidence of public liability insurance for non-for profit, low risk activities.
 - A **Licence Agreement** is to be used when a group or individual uses one or more of the School's facilities on a regular basis.
 - **Hire Agreements** and **Licence Agreements**, must include the following items as a minimum:
 - 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. Facilities covered by the Agreement
 - f. Cleaning arrangements
 - g. Car parking
 - h. Notification arrangements to the hirer if the school requires the facility during the normal hire period
 - i. The School's right to revoke the agreement at any time.
 - j. Hire or Licence fee(s)
 - k. School contact details should the hirer need to contact the school during the hire period
 - l. Bond
- The hirer of the School's facilities will be liable for any loss, damage, or legal liability incurred.
- The hirer will be responsible for ensuring that all appropriate people attending their event will have the

required *Working With Children's Check*.

- First time hirers will be given an induction of the facility being used.
- The hirer will be responsible for providing First Aide supervision and equipment for their event.
- The Principal will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
- The Principal reserves the right to choose not to hire facilities to groups or individuals where he/she deems that the arrangement might not be in the School's best interest. The Principal may provide a discount of up to 100% of the fee for the use of facilities by groups closely associated with the school (e.g. Parkhill Parents and Friends Association, Parent craft groups, etc.).
- School Council recommends a discount of up to 25% on hire fees may be offered to associated community organisations (e.g. local kindergartens). This is at the Principal's discretion.
- All requests to hire any of the School's facilities should be directed to the Principal via the School's office.
- The Principal is responsible for administering the Hire of School Facilities Policy.
- The Principal is responsible for preparing, signing, administering, and enforcing all ***Hire Agreements*** and ***Licence Agreements*** on behalf of the School Council.
- The Principal will approve all hire and lease agreements up to 1 year. Long term lease agreements of more than 1 year require School Council approval.
- The School's office is the day-to-day contact and organiser/timetable for groups hiring the facilities.

EVALUATION

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

APPENDICIES

- Nil

REFERENCES

- DEECD - School Policy and Advisory Guide – Hiring, Licensing and Shared Use of School Facilities:
<http://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/sharedfacilities.aspx>
- Education and Training Reform Act 2006
[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/\\$FILE/06-024a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/$FILE/06-024a.pdf)