HIRE OF FACILITIES
POLICY
STRATHAIRD PRIMARY SCHOOL
June 2009

Rationale:
- Schools have a large variety of facilities that community groups can benefit from. Fair and reasonable hiring arrangements can prove mutually beneficial.

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

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.
- School Council has decided to hire the gymnasium to external groups under the following conditions:
  - That the individuals or organisation hiring the facilities have taken out public liability insurance to the sum of $10 000 000 + and can provide documentation to that effect.
  - That a written hiring agreement be signed by Council and the hirer before use.
  - That the written agreement cover such items as:-
    a. The period of the agreement, specific times of use, and areas to be used.
    b. The condition that agreement will be in place for a minimum period of 1 school term.
    c. Contact names and telephone numbers of both parties and proof of photo I.D.
    d. Access and security arrangements including arrangements with keys and locking up
    e. Hirer to be responsible for costs associated with any breach of security causing false alarms to emergency and security services
    f. The hirer will provide and use a mobile phone at the hirer’s expense and obtain Police, Fire Brigade and/or Ambulance assistance on 000 in the case of an emergency or disturbance
    g. Negligence penalty for failure to secure school property as required
    h. Damage to property and arrangements to repair any damage.
    i. Cleaning arrangements.
    j. Car parking.
    k. Notification arrangements to the hirer if the school requires the facility during the normal hire period.
    l. School Council’s right to revoke the agreement at any time.
    m. A hiring fee.
    n. A cancellation fee.
    o. Hiring charges to be reviewed annually in line with school’s financial year.
    p. Bond requirements
    q. Schools being a non-smoking area
    r. Restriction of food and beverages to specific area
    s. Areas to be accessed by hirer including Music Room and Canteen
    t. Conditions relating to decorations, displays etc that damage property
    u. Wearing of non-marking footwear
    v. Need to abide by local council regulations relating to noise levels etc
w. Confidentiality requirements regarding disclosure of hire fees.

x. Minimum hiring time to be not less than 2 hours per session.

• School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.

• 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.

• Any group provided with permission to use the grounds or hard courts and not charged a fee:
  ➢ will not have access to the toilets
  ➢ will be responsible for replacement of gate key should it be lost
  ➢ be required to pay a deposit being the cost of the netball/basketball tower turning tool that they retain and return to receive their deposit if required.

• Outside courts will not be available for use on weekends.

Evaluation:

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