

Hire of Facilities Policy

RATIONALE

Kingswood values and respects the important and responsible role the community has in the success and long term viability of the school. Kingswood Primary School has facilities from which community groups can benefit. Under Section 15AA of the Education Act 1958, School Councils may hire these facilities to third parties.

AIM

To allow the community access to school facilities whilst ensuring the protection of the facilities and the school brand.

IMPLEMENTATION

- School council has the authority to allow the use of school facilities by the community when the facilities are not required for school purposes. School Council also has the responsibility to establish the terms and conditions of use.
- School Council has decided to hire facilities to the community under the following conditions: -
 - That the individuals or organisation hiring the facilities have taken out appropriate public liability insurance and can provide documentation to that effect.
 - That a written hiring agreement provided by School Council be signed by the Principal (or his/her nominee) and the hirer before use. The Facilities & Infrastructure Branch provides advice to School Councils regarding such agreements.
 - That the written agreement covers such items as:-
 - 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.
- Hiring fees will be set by the School Council. The Principal or his/her nominee is empowered to negotiate variations in relation to the hiring fee.
- 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.

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- The Principal or his/her nominee will be the day-to-day contact for groups hiring school facilities.
- School Council will review fees biannually.

REFERENCES

1. Agreement No 4 Licence to use school premises or facilities for a non business purpose
AGREEMENT No 4 FOR SCHOOL COUNCILS
2. Application to Hire School Facilities

EVALUATION

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

Review

Version	Edited By / Comments	Next Review
June 2016	Finance Sub Committee	2019