



Ainslie Parklands Primary School

Respect - Responsibility - Resilience

HIRE OF SCHOOL FACILITIES POLICY

Latest DET Update: 30/04/2019

First Developed in This Format: January 2018

Updated: July 2018, July 2019 and August 2020

Policy & Guidance

- Schools can hire out their facilities for community use. This may be for recreational, social or cultural activities.
- Facilities are hired out when they're not needed by students. Each school decides which buildings and facilities are available outside of school hours.

Aims

- To ensure Ainslie Parklands Primary School complies with the DET's policies and legal agreements for hiring, licensing and shared use of school facilities.
- To ensure that at all times the needs of the students take precedence over use by outside agencies.
- To ensure that any use of equipment does not interfere, disturb or otherwise interrupt student use.

Definitions

Hire is used when the community uses a facility on a one-off basis, such as a youth group hiring a school hall for its annual presentation night.

Licence is used when the community uses a school facility on a regular basis such as a local drama group hiring out the school performing arts centre every Wednesday evening or local football club hiring the school oval for the season.

Community Joint Use is a more detailed agreement which applies when a school and/or a third party contribute to the construction of a new building or upgrade of an existing facility such as the construction of a new sports stadium at a school, funded by both the school and local council, to be used by the school and local community sporting groups.

Implementation

- The School Council has the responsibility to establish the terms and conditions of the use of school facilities and reserves the right to determine the fees (if any) to be charged.
- All use of the school's equipment and resources must be lawful.
- All DET policies and guidelines, including OHS policies and protocols, are to be adhered to at all times.
- No alteration or damage may be done to the premises, equipment or resources.
- All groups expressing interest in the use of the school facilities will be required to meet with the appropriate school personnel to discuss the facilities available and the terms and conditions of use. Generally, this will be the Principal.
- The School Council will allow the hiring of facilities to external groups under the following conditions:
 - That the individuals or organisation hiring the facilities have taken out public liability insurance and can provide documentation to that effect.

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Principal

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- That the appropriate written hiring agreement is signed by both the School Council President and the hirer, before use commences. The written hiring agreement will cover such items as:
 - the period of the agreement, specific times of use and areas to be used;
 - contact names and telephone numbers of all parties;
 - access and security arrangements, including arrangements with keys and locking up;
 - damage to property and arrangements to repair any damage;
 - cleaning and car parking arrangements; and
 - notification arrangements if the school requires the facility during the normal hire period.
- Prior to outside groups or bodies using the facilities, the Principal/Assistant Principal will coordinate the provision of an 'Existing Conditions' summary which itemises pre-existing damage and arrange for the review of the premises after the hire period to determine if any damage has occurred during the hire period.
- Council reserves the right to revoke an agreement or change the fee schedule at any time.
- Technical problems, damage, abuse, security breaches, viruses or lost/damaged equipment must be reported immediately. The school will not be liable for loss of income due to equipment or resources failure including data lost.
- The School Council:
 - Will respond to any concerns notified by the hirer regarding unsafe or dangerous equipment, buildings or facilities.
 - Reserves the right to refuse to hire facilities to groups and reserves the right to terminate the hiring agreement if the facilities are being used in any manner which contravenes this policy.
 - Will not charge a fee for the use of facilities by groups associated with the school (e.g. Fundraising Committee).
- The Australian Electoral Commission and the Victorian Electoral Commission are empowered to use schools as polling places during an election. If there is a conflict of demand with respect to the use of school premises on election day, the facilities must be made available for use as a polling place.
- Please refer also to the school's *Smoking Ban Policy*.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update late April 2019).

School Council Approval No Longer Required
but the Principal must place a link on the school website
Induction processes for School Council or administration are required

Reference:

www.education.vic.gov.au/school/principals/spag/infrastructure/pages/shared_facilities.aspx

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