

HIRE OF FACILITIES

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.
- School Council has decided to hire 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.
 - That a written hiring agreement is signed by the Principal on School Council's behalf and the hirer before use commences.
 - That the written agreement cover 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 and locking up
 - 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.
- 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.
- The Principal will be the day-to-day contact for groups hiring school facilities.

Evaluation:

- This policy will be reviewed as part of the school's three year review cycle.
- This policy was ratified by School Council in November 2011.