



McKinnon Primary School

Hire of School Facilities Policy

1. Rationale:

- 1.1. McKinnon Primary School has facilities from which the school community and broader community may benefit, through agreement and hire outside of normal school hours for appropriate purposes.

2. Aims:

McKinnon Primary School aims to:

- 2.1. Enhance community involvement in the school.
- 2.2. Ensure that hiring arrangements are clearly defined.
- 2.3. Support school security and reduce vandalism.

3. Implementation:

- 3.1. Under legislation, school councils are authorised to hire and licence school facilities where these are not required for ordinary school purposes and are to be applied to recreational, sporting or cultural activities and do not duplicate the educational programs of the school (inclusive of the school's specialist programs).
- 3.2. The hirer of the school's facilities will be liable for any loss, damage or legal liability incurred and therefore must hold Public Liability Insurance.
- 3.3. Hire arrangements apply when the community uses a facility on a one-off basis. The Department of Education and Training's School Council Licence template is to be used for such an agreement.
- 3.4. Licence agreements apply when the community uses a school facility on a regular basis. Appendix two is to be used for such an agreement.
- 3.5. The Principal will be responsible for administering the 'Hire of School Facilities' Policy, and will be the initial contact for inquiry regarding facility usage.
- 3.6. The Principal (or their nominee) will be the day-to-day contact along with the daily organiser for groups hiring the facilities.
- 3.7. Hire will be at the discretion of the Principal.
- 3.8. A non-negotiable condition of the hiring agreement relating to school building use is that a nominee of School Council or staff must open the school, attend to security and be on site to check facilities condition, before securing premises.
- 3.9. A hiring charge and bond per facility will be set by School Council (reviewed annually).
- 3.10. Bond and hiring fee must be paid to the school prior to the hirer's activity taking place with the bond being fully refundable, if no damage is incurred as a result of the hiring arrangement.
- 3.11. The hire agreement may be terminated by either party by giving 2 weeks' notice in writing and any advance payments repaid to the hirer.
- 3.12. After inspection of the facility, the release of the bond will follow one month after the termination of the usage.
- 3.13. Smoking is not permitted within the grounds or buildings of the school.
- 3.14. Any individual or commercial group using the school's grounds or buildings inappropriately or trespassing will, in the first instance be issued a warning and if the behaviour continues, the Principal has the authority under the Summary Offences Act to issue a Trespass Order, banning entry to the school.

4. Resources:

- 4.1. DET Guidelines for assessing requests for community use of school facilities.
<http://www.education.vic.gov.au/school/principals/infrastructure/Pges/facilitiesuse.aspx>

5. Evaluation:

This policy is required to be reviewed as part of the school's three-year review cycle.
Review Date: 2019

This policy was last ratified by School Council in: **March 2016**