

## **Williamstown Primary School**

### **Hire of School Facilities Policy**

#### **Authorization**

This policy was adopted at Williamstown Primary School Council Meeting on 09/08/2005

#### **Review Date**

This Policy will be reviewed in 2008 and updated if required

#### **Preamble**

School Councils have 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.

(7.2.3 Hire of school facilities Schools of the Future Reference Guide)

Williamstown Primary School has a range of facilities and equipment which it is prepared to hire in accordance with the above guidelines.

#### **Aims**

To allow the community access to school facilities, whilst ensuring the protection of the facilities themselves.

#### **Implementation Guidelines**

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 has the responsibility to establish the terms and conditions of use.

School Council may decide to hire facilities and equipment such as the Music Room, Hall, Art room, library to external groups under the following conditions:

- Any person or group wishing to hire any piece of equipment or facility must initially seek approval from the School Principal.
- Cost of the equipment or facility is to be determined at the time of hire.
- In the event the facility is being used for the public, the individuals or organisation hiring the facilities must have public liability insurance and provide documentation to that effect.

*(NB Public Liability issues are often difficult to manage. It seems that a group or individual hiring a facility for personal use may not require Public Liability insurance, however the same group inviting members of the public to attend would need to provide their own insurance. For example a group using the Music Room for a rehearsal may choose not to take out insurance, whereas an individual giving music lessons would be required to have this insurance.)*

- That a written hire agreement be signed by Council or Principal and the hirer before use.
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### **Criteria for Hire**

As a guiding principle the hire of equipment or facilities should;

- cause no interruption to the normal day-to-day operation at the school. At times the hire of equipment or facilities may cause minor disruption, eg filming in a classroom, and this will be factored into the cost.
- have minimal impact on our administration staff. If additional administrative work is needed, additional staff should be employed at a cost to the hirer.
- not present unreasonable wear and tear to the facility or equipment
- allow some flexibility of use,
- (From time to time, it may be necessary to have a hirer use the facility at an alternative time as it may clash with a school activity).

Priority and consideration will be given to programs

- which provided benefit for students of Williamstown Primary School
- which cater for greater numbers of students from Williamstown Primary School
- which offer variety
- which do not create competition between stakeholders in our community

Quality assurance will be paramount in consideration of hires and programs. A Risk management assessment will be conducted by the school and such things as police checks, safety of equipment and qualifications of providers will be considered. School Council has agreed that raising revenue is not as important as providing quality opportunities and programs for our students.

### **Procedures for Hire**

- Application for hire will be presented to the Principal, who will conduct a risk management assessment. If this is satisfactory, the application will be passed on to the Facilities Hire sub-committee of School Council.
- School Council will decide the merit of the application
- Charges for the use of facilities and equipment will be determined by School Council and reviewed annually. A schedule of charges can be obtained from the school's office.
- Hire periods can be for any reasonable time period (sessional, daily, weekly, per term, annually). These will be reviewed at the end of every contract or annually.
- Public Liability cover must be purchased by the hirer for any activity which involves the general public.
- A bond is payable to the school prior to the activity commencing.
- Staff guidelines for the hire of equipment require a receipt signed by the borrower and a record of the loan maintained in the General Office. Items borrowed for personal use should be insured by the borrower. (*See Schools of the Future Reference Guide 7.10.4*)

- A contract will be drawn up between the School Council and the hirer, following the guidelines provided by the Department of Education and Training. A review process will be built in to the contract.  
The contract will 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.
  - j. Payment of a bond for the issue of keys.

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 without explanation.

The principal will be the day-to-day contact for groups hiring school facilities.