Echuca South Primary School
HIRE OF FACILITIES
POLICY

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 and also have the responsibility to establish the terms and conditions of use.
• School Council has decided to hire facilities such as the hall, library or gymnasium 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 be signed by Council and the hirer before use.
  • 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.
  • The hirer is responsible for Public Liability Insurance.
  • The hirer is responsible to pay for any damage done to either facilities, equipment and security call out expenses.
  • 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 (eg: Parents and Friends Association).
  • 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 last ratified by School Council in....
Reviewed in 2015 next review 2018

References: SchoolPac Insurance cover available through ASCIV ph: 03 9808 2499
SOTF Reference Guide: 7.2.3; 7.15.7.2; 7.18.13.5 - Hire of School Facilities
Implementation
General Conditions of Hire

1. HIRE FEES – These must be paid to the Facilities Manager on the last working day before the function.
2. ACCESS – Keys and security instructions are available from the Manager. Part of the conditions of hire is for the user to make sure that on completion of use, the school is totally locked and the security system is activated. Keys must be returned on the next working day or as pre-arranged with the Facilities Manager.
3. EQUIPMENT – Where equipment is used and damaged, a report must be made to the manager and all repair or replacement costs borne by the user group.
4. BOND – The school reserves the right to request and hold in trust a reasonable bond to cover possible damage. Where a bond is required, it must be paid to the Manager before the function.
5. CONSUMABLES – The use of any of the school’s consumable items must be agreed to before use. The cost of consumable items must be met by the user and paid to the Manager on the next working day.
6. CLEANING – The facility must be left in the condition and manner it was prior to the function. Should this involve additional cleaning this will be at the users expense. Where bins are used, they are to be emptied.
7. VEHICLES – No vehicles are to enter any other area of the school without permission of the Facilities Manager.
8. TYPE OF FUNCTION – No event will be held or actions conducted inside or within the grounds that could be injurious to the public, cause damage to public health or otherwise cause nuisance or be offensive by definition of the Health Act as amended.
9. BEHAVIOUR – drunken, loutish and criminal behaviour will be dealt with by the police.

Facilities hire Rates – per hour

<table>
<thead>
<tr>
<th>Room</th>
<th>Non Profit Educational Organisation</th>
<th>Community Groups</th>
<th>Private Organisations/Individuals</th>
<th>ESPS Community Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shed-lights</td>
<td>$10.00</td>
<td>$20.00</td>
<td>$50.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Oval-total area</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Oval-half area</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

It must be remembered that individuals or organisations hiring the facilities are responsible for their own Public Liability Insurance.

DAY AND WEEKEND RATES

- Per Day
- Per Weekend

<table>
<thead>
<tr>
<th>Room</th>
<th>The Shed</th>
<th>Oval</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>$180.00</td>
<td>$80.00</td>
</tr>
</tbody>
</table>

NB A combination of any of the above will be negotiable.
I agree to adhere to the conditions as set out in the Policy
Payment for the use of school facilities is enclosed.

Date of Hire:......................................Purpose of hire:......................................................
Name of Hirer (Please print):.................................................................
Signed:.......................................................................................................Hirer

Name of School Council Representative (Please print):.................................
Signed:......................................................................................................School Council Representative

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