
THE PATCH PRIMARY SCHOOL

HIRE OF HALL

Rationale:

- Schools have a large variety of facilities from which community groups can benefit. Under Section 15AA of the Education Act 1958, School Councils may hire these facilities to third parties. 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 eco centre to external groups under the following conditions: -
 - obtain school council approval before alcohol may be consumed on school premises or at school approved activities
 - If school council approves the consumption of alcohol on school premises adherence to the responsible service of alcohol requirements must be followed
 - No alcohol consumption will be approved if students are present.
 - That the individuals or organisation hiring the facilities have taken out appropriate public liability insurance and can provide documentation to that effect.
 - That a written hiring agreement provided by School Council be signed by Council and the hirer before use. The Facilities & Infrastructure Branch provides advice to School Councils regards such agreements.
 - 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.
 - 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.
 - The hall shall not be used for the purpose of private parties
 - The school has priority over any use of the Hall
 - Out of School Hours Care program shall have priority over any private bookings
 - Groups seeking long term hiring arrangements will receive priority bookings
- 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 was originally formed, and will be reviewed in consultation with all members of the wider community (all staff, parents, students, and interested members of the community) as part of the school's five - year review cycle.

References:

<http://www.education.vic.gov.au/school/principals/spag/infrastructure/pages/sharedfacilities.aspx>

Principal



School Council President

