



# HIRE OF SCHOOL FACILITIES POLICY

## Edgars Creek Primary School 5310

### RATIONAL

Edgars Creek 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.

### AIM

Edgars Creek Primary School aims to:

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

### IMPLEMENTATION

- 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.
- 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.
- Hire agreements apply when the community uses a school facility on a one-off basis.
- Licence agreements apply when the community uses a school facility on a regular basis.
- The Principal and/or ECPS Facilities Management Committee will be responsible for administering the 'Hire of School Facilities' policy and will be the initial contact for inquiry regarding facility usage.
- The Principal and/or ECPS Facilities Management Committee will be the primary contact along with the Business Manager for groups hiring the facilities.
- Hire will be at the discretion of the Principal and/or ECPS Facilities Management Committee.
- The Hirer will be invoiced at the start of each school term.
- Payments will be made in advance at the start of each school term.
- Credits will be applied to the following terms invoice except in the case where there is a cease of hire then the credit will be refunded as a direct deposit into the hirer's nominated bank account.
- The school will negotiate with the hirer arrangements relating to the opening and closing of the facility by an approved representative.
- A hiring charge and Security Deposit per facility will be set by School Council and reviewed annually.
- Security Deposit and hiring fee must be paid to the school prior to the hirer's activity taking place with the security deposit being fully refundable if no damage is incurred as a result of the hiring arrangement.
- The hire agreement may be terminated by either party by giving 2 weeks' notice in writing and any advance payments repaid to the hirer.
- After inspection of the facility, the release of the security deposit will follow one month after the termination of the usage.
- School Council has the option of not charging a fee for the use of the facilities by groups associated with the school.
- Smoking is not permitted within the grounds or buildings of the school or within 4 meters of all entrances into the school grounds.

- Any individual or commercial group using the school's grounds inappropriately or trespassing will, in the first instance be issued a warning and if the behaviour continues, the Principal and/or committee has the authority under the Summary of Offences Act to issue a trespass Order, banning entry to the school.
- The cost of cleaning the facility after Hirers use is to be paid by the Hirer.
- Hirers and their associated members must always stay within the hirer's designated area.
- If the Principal and/or ECPS Facilities Management Committee deem it necessary to employ a Security Service to be present during the hiring period, the associated Hirers will be invoiced the cost for this service.
- Hirers and their associated members must leave the school grounds promptly and quietly at the end of their session with No loitering or disturbance to the local residents.

## RESOURCES

- DET Guidelines for assessing requests for community use of school facilities.
- DET school facilities hire agreement
- [School Councils Licences \(General\) \(eduweb.vic.gov.au\)](https://www.education.vic.gov.au/schools/councils/licences/General)

## REVIEW CYCLE

This policy was last reviewed and approved by School Council in March, 2021 and is scheduled for evaluation and review in October, 2022.