

Hire of School Facilities

Rationale

Berwick Chase has facilities from which the school community and broader community may benefit, through agreement and hire outside of normal school hours for appropriate purposes. The school has a well-resourced gym and oval. Fair and reasonable hiring arrangements can prove mutually beneficial.

Aims

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

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

School Council has decided to hire the gymnasium and oval under the following conditions: -

1. Each application for the use of school facilities must be made to the Principal or Business Manager, upon the prescribed form, stating the purpose and hours during which the room/s is/are required, and must contain the applicant's signature and undertaking to comply with these conditions. If the booking is for an organisation, the organisation's nominee must be recorded on the Hire Agreement.
2. Application may be made for a casual booking or a permanent booking. A casual booking is one that is a one-off event of limited duration. A permanent booking is of a weekly, monthly or regular nature.
3. School Council reserves the right not to hire facilities to groups it does not wish to be associated with the school.
4. The Principal or Business Manager shall be notified of a cancellation of a casual booking not less than (7) days before the date of the booking. Failure to do so will render the hirer liable to a forfeiture \$50 from their bond payment.
5. The Principal or Business Manager shall be notified of a cancellation of or a variation to a permanent booking at least (2) days before the date of the booking. Failure to do so will render the hirer liable to pay the full hiring charge due in accordance with the booking.
6. All payments must be made on invoice, by the due date. Late payment incurs a fee of \$100. A group that incurs three late payments will have their agreement terminated.
7. Payments should be made payable to Berwick Chase Primary School. A receipt shall be issued for all payments made in relation to the hiring.
8. All payments of bonds shall be paid in advance. Advance payments of fees can be made at any time.
9. In special circumstances the School Council may vary the rates charged to the hirer.
10. The Hirer will be responsible for disengaging the alarm at the start of the hire and engaging the alarm at the conclusion of the hire (or each hire period in the case of multiple hire sessions). Failure to successfully manage the alarm will result in paying an alarm response fee (per failure). This fee is payable to the Department of Education and is the responsibility of the hirer.
11. The Hirer shall pay a bond of the amount set out in the "Application to Hire" as security for the due observance and performance by the Hirer of the terms and conditions of the hiring. In case of any default on the Hirer's part in such observance or performance, the Hirer shall forfeit such part of the bond as shall be necessary to defray the cost of making good the damage or loss occasioned by any default on the part of the Hirer. Upon the conclusion of the hiring such part of the bond which has not been forfeited shall be refunded to the Hirer, by cheque.
12. No variation to or variation of this agreement shall be of any force unless in writing and executed by or

on behalf of both parties hereto.

13. The Hirer/Nominee shall be responsible for the conduct of the hiring and to whom any infringement of the hiring conditions shall be reported.
14. The facilities hired shall be used only for the purpose applied for. No parts of the building may be broken or pierced with nails, screws etc. No fittings, advertisement, decorations, emblems etc. shall be erected inside or outside the room/hall without prior agreement. No markings shall be made on furniture buildings or fittings.
15. The Hirer shall not do, nor neglect to do, nor permit to be left undone, anything which affects the Directorate of School Education's insurance policies relative to fire, burglary, or public risk in connection with the facilities being hired.
16. That the individuals or organisation hiring the facilities have public liability insurance to the sum of \$10,000,000 + and can provide documentation to that effect.
Public liability insurance is the responsibility of the Hirer and must be in effect at the time of use of facilities being hired.
17. After use, the facilities being hired shall be left clean, tidy and in good condition. Toilets must be flushed, windows must be closed and locked. Lights, fans and heaters must be switched off and doors locked. Rubbish must be removed from the school buildings and premises. Furniture must be placed in its original position. The requirements of this clause may vary as arranged with the Principal or Business Manager.
18. Smoking is not permitted within the school buildings and grounds.
19. No vehicles are permitted to enter any part of the school premises or grounds other than the defined car park areas. Parking on grassed areas is not permitted.
20. The Hirer shall be responsible for preventing disorderly behaviour and the admission of unauthorized persons within the school building and grounds.
21. The Hirer will provide and use a mobile phone at the Hirer's expense and obtain Police, Fire Brigade and/or Ambulance assistance on 000 in the case of an emergency or disturbance.
22. Keys:
 - The Hirer/Nominee shall be responsible for the safe keeping of school keys issued in relation to the hire. They are responsible for collecting keys and returning keys to the school's representative as arranged.
 - The keys must be returned within two days of the last day of use.
 - By signing the Key Use Agreement, if their keys are lost or stolen, the Hirers agree to pay the full cost to replace locks for the nominated building, including the issue of new keys to the school to match the new locks.
23. The Hirer shall ensure that at all times an adult (i.e. a person of at least 21 years of age) is present and responsible for the sure observance and performance of the terms and conditions of the hiring.
24. With School Council permission, if the Hirer/Nominee is storing equipment in the school hall, the hirer is to take *full* responsibility; School Council will not be liable.
25. Footwear of users is to be appropriate to basketball and non-marking. Stiletto heels are not to be worn.
26. Public and School Holidays are not included in the agreement. Requests can be made in writing to the Principal, Business Manager or Berwick Chase Primary School Council to use the hall during these times.
27. Invoices are provided two monthly (minimum). Payment is due 30 days from invoice.
28. School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
29. The Principal or Business Manager will be the day-to-day contact for groups hiring school facilities.
30. Any group provided with permission to use the grounds or hard courts and not charged a fee:
 - Will not have access to the toilets.
 - Will be responsible for replacement of gate key should it be lost.
 - Be required to pay a deposit, being the cost of the netball/basketball tower turning tool that they retain and return to receive their deposit.



Evaluation

This policy will be reviewed as part of the school's **three year cycle**

This Policy was ratified at School Council on Monday 21st November 2016