



# WERRIBEE PRIMARY SCHOOL FACILITIES HIRE POLICY

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## RATIONALE

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The school has a range of facilities that can benefit the community and these can be utilised out of school hours.

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## PURPOSE

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To provide guidance on the booking procedures and hiring guidelines for the use of the gym complex and other school facilities.

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## BROAD GUIDELINES

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1. School Council will hire school facilities to groups and organisations who are local councils, community organisations, sport and recreation providers, other education and training providers and not for profit organisations.
2. School Council will not hire the facilities if the use is not consistent with the school's educational ethos or negatively impacts on the school's ability to deliver its day to day program.
3. School Council will hire the facilities for recreational, educational or cultural activities and/or programs aimed at assisting, involving or providing resources or facilities to young people.
4. When considering the use of school facilities, School Council will ensure that the sharing of school facilities will meet an identified need in the community; offer benefits to the school and community make the most of school and community resources and strengthen the relationship between schools and communities.
5. There are three standards methods for hiring:
  - One off agreements – i.e. local sports group hiring hall for an awards night or theatre group hiring hall to stage a play.
  - Licence agreement – regular use agreements where the community uses the facility on a regular basis – i.e. drama group hiring on weekly basis or sports group for weekly practice.
  - Development and joint use agreement – these are more detailed when a community group contribute to the construction or modernisation of an existing facility i.e. upgrade of a MPR.
6. All parties who hire the school facilities must have public liability insurance for no less than \$10 million for any one event.
7. Any group using the facility must obtain all appropriate planning documents and liquor licences if required.
8. Hire rates will be dependent on the use of the facilities and utilities and be set on case by case basis, taking into account what facilities and equipment are used, the type of activities, cleaning required s and what utilities are used.
9. All hirers will incur any additional costs that the school incurs as a result of the use of the facility, e.g. if the fire brigade is called out; security call costs; damage to or loss of school property.
10. School Council requires a security bond for all hirers.
11. All hiring fees and security bond are to be paid in advance unless otherwise negotiated with the Principal.
12. In some instances School Council will require the hirer to pay for a supervisor and/or lock up fee.
13. All prospective hirers must complete and application to hire proforma and provide evidence of any insurance or other necessary paperwork (i.e. Liquor Licence) to the school prior to using the facility.



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## CODE OF CONDUCT

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All hirers of School Facilities will be expected to observe the school values of Respect, Courtesy, Responsibility and Cooperation at all times.

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### Evaluation

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This policy will be evaluated every three years by School Council.

***Endorsed by School Council 19 August 2014***

***Review Date: August 2017***