



# HIRE OF SCHOOL FACILITIES POLICY

## Purpose

To allow the community maximum access to school facilities while ensuring the protection of the facilities themselves and minimising the risk of injury. To ensure schools comply with the Department's policies and legal agreements for hiring, licensing and shared use of school facilities. Hiring of facilities raises both community profile and is a valuable revenue for the school.

## Scope

This policy relates to the following facilities at Cranbourne South Primary School (CSPS).

### Internal

Zone	Location	Cost per hour ex GST <i>Hire agreement (casual)</i>	Cost per hour ex GST <i>Licence agreement</i>
A	Staffroom, Collaborative space, Conference Room	\$50 ex	\$45
B	Studio 1 with kitchen	\$50	\$45
C	Studio 2 with breakout space	\$50	\$45
D	Multipurpose Room	\$50	\$45
E	Library including ICT Studio	\$50	\$45
F	Meeting Room (admin) eg. NDIS	\$30	\$27

### External\*

Zone	Location	Cost per hour ex GST <i>Hire agreement (casual)</i>
X	Hardcourt	\$50
Y	Oval	\$30

Term (10 weeks) 1 hour each session = \$20 per session = \$200



## Definitions

Agreement Type	Description
Hire	When the community uses a facility on a one-off basis, such as a youth group hiring the school hall or kitchen garden.
Licence	When the community uses a school facility on a regular basis such as sporting clubs hiring the school oval for a term.

## Policy

CSPS has priority use of the school facilities and School Council has the authority to allow the use of school facilities by outside bodies when the facilities are not required for school purposes.

- School Council is responsible for establishing the terms and conditions of use.
- When school facilities are not required for school purposes, School Council may allow the use of them for recreational, educational, sporting or cultural activities and may join with local government, community groups and business organisations in combining their resources to share facilities.
- The Minister's approval is required for licence agreements which are established for purposes other than the above.

The process at CSPS for applying to hire or licence school facilities is:

- Contact the school office to discuss the licence and make an application online at [Hiring of Facilities Online Application Form](#)
- All groups are required to make a written initial application detailing the facilities, times and purposes for which the grounds or facilities are being sought.
- The written application will be assessed by Finance Sub Committee for consideration on its merits, referring to an up-to-date booking schedule to ensure availability at their next scheduled meeting.
- Finance Sub Committee will report all bookings, including profit and loss to School Council. Finance Sub Committee will only table bookings for discussion at School Council if further factors need to be considered.
  - School Council reserves the right not to licence facilities to groups it does not wish to associate with
  - School Council reserves the right to terminate a licence agreement in accordance with the terms and conditions of the licence or hire agreement, including for breaches of the agreement's conditions or if the facilities are required for the school
  - Revenue from licenses will be directed to the school
- Successful applicants will be advised in writing and will be required to enter into a Hire or Licence Agreement for use of the specific zoned facility.
- The Department of Education provides template agreements for use by School Council, which CSPS will use. Licence Agreements typically request information such as purpose, dates and times of use, areas of use, key contact names and numbers, security arrangements, details regarding league affiliations,



insurance and incorporation details, a hiring fee, litter, noise control, vehicles on school property, car parking etc and the rights and responsibilities of both parties.

- The Australian Electoral Commission and the Victorian Electoral Commission are empowered to use CSPS as a polling place during an election. If there is a conflict of demand with respect to the use of premises on election day, the facilities must be made available for use as a polling place.
- A hire or license agreement does not grant exclusive use to the hirer.

## **Hirers Responsibilities/Requirements:**

- Must have public liability insurance at least the value of \$10,000,000 (other insurance might be requested, depending on the use of the facilities)
- Pay a hire or licence fee for the use of the facilities
- Pay a security deposit **\$250**  
Note: Photographs may be taken prior to hire to capture the current condition of the hired facility. These will be made available to the hirer as reference.
- Acknowledge and adhere to the terms and conditions contained in the agreement

## **Security**

- Keys must be collected from the school office during working hours the day before the event and returned the day after the event (in the case of a weekend collection on Friday and returned on a Monday). Arrangements may be made for licensees who have long term hire arrangements and they may be given a set of keys for the duration of the licence agreement (case by case basis).
- A key agreement will be signed by all hirers - [W School Key Agreement](#)
- Ensure all doors and windows are secured and locked and all lights are turned off when they have finished with the facility
- The hirer must ensure the alarms are deactivated before use (a call out fee applies if the alarms are set off accidentally) and reactivated if locking up at the end of the event.
- Any activation fee during the hiring period, will be deducted from the security deposit.

## **Safety**

- The [Events Health and Safety Checklist](#) must be completed and returned to the school at least 5 business days prior to the event. The event will not commence until the [Events Health and Safety Checklist](#), and the relevant licence is returned to the school.
- All CSPS and Departmental policies and guidelines, including OHS policies and protocols, are to be adhered to at all times
- The hirer must:
  - provide their own first aid kit
  - identify those in the hired group who have Asthma and provide their own salbutamol (Ventolin) and spacer
  - identify those in the hire group that are anaphylactic and provide their own Adrenaline Auto Injector (EpiPen)
- All groups are to refrain from having nuts or foods containing nuts or labelled "May contain traces of Nuts" whilst hiring the facility.



- If outside catering is used for the event, it is the responsibility of the organising person to ensure that the caterer is aware of the conditions of use. A food and beverage surcharge may apply.
- No alcohol is to be consumed during the hire of any facilities.

## Cleanliness

- The facility hired must be left clean and tidy, all furniture, equipment and items must be returned to the original position.
- The hirer will provide their own cleaning products.
- Garden produce must not be picked and used.
- All rubbish generated from the event must be bagged and removed by the hirer, unless otherwise agreed upon by the school.
- The organiser must take all rubbish and recyclable material away at the end of the hire period and dispose of privately, unless otherwise agreed upon by the school.

## Damage

- Any damage, loss or accident during the hire period must be reported in writing to the Business Manager or delegate.
- Should any damage or loss occur it is the responsibility of the hirer to cover the cost of repair or replacement.
- Failure to meet the above requirements will result in the loss of the security deposit.

## Cancellation

In the event of a cancellation:

- If the event is cancelled under 7 days, the security deposit is non refundable
- If the event is cancelled over 7 days, the security deposit will be returned in full

## **School and School Council Responsibilities:**

- CSPS will keep records of all legal agreements, the licence agreement number of each agreement, and all financial records.
- School Council reserves the right to determine the fees to be charged.
- The Business Manager will be the day to day contact and will liaise directly with the key contact person/s and visa-versa should any concerns arise.
- School Council will ensure that the school grounds and facilities are well kept and maintained.
- School Council will not charge a fee for the use of facilities by groups associated with the school eg. Parents and Friends Association.
- School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.

## Resources

The following school policies are also relevant:

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy



- Volunteer Policy
- Duty of Care Policy
- Photography, Filming and Recording Students Policy

Access via eduGate to the Department templates :

- School Council Hire Agreement
- School Council Licence (General)

## Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's [website](#).
- Included in staff induction processes.
- Included in transition and enrolment packs.
- Included as an annual reference in the school newsletter.
- Made available in hard copy from school administration upon request.

## Mandatory Consultation

Consultation Group	Date Consulted
School Council	30th August
Finance Sub Committee	Standard agenda item; twice termly
Staff	Staff Information Booklet
Student Leadership Groups (SRC, Year 6 Leaders etc)	As required

## Due for Review

August 2024

## Certification

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School on Wednesday 30th August 2023.

**Cranbourne South PRIMARY SCHOOL**

*Purpose, Positivity, Persistence, Pride, Passion*



Signed:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

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Principal

Signed:

A handwritten signature in black ink, featuring a large, sweeping 'S' shape followed by several loops and a horizontal base.

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School Council President