

HIRE OF FACILITIES POLICY

1. **Rationale:**

1.1 Kingston Heath Primary School has facilities from which community groups can benefit. Fair and reasonable hiring arrangements can prove mutually beneficial.

2. **Aims:**

2.1 To allow the community maximum access to school facilities whilst ensuring the protection of the facilities themselves.

3. **Implementation:**

3.1 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.

3.2 School Council has decided to hire facilities to external groups under the following conditions:

- That the individuals or organisation hiring the facilities have taken out public liability insurance and can provide documentation to that effect.
- That a written hiring agreement be signed by the Principal and the hirer before use.
- That the written agreement must cover such items as:
 - the period of the agreement,
 - specific times of use, and
 - areas to be used.
 - contact names and telephone numbers of both parties.
 - access and security arrangements including arrangements with keys and locking up
 - damage to property and arrangements to repair any damage as stated in the 'Hirer Agreement'.
 - cleaning arrangements as stated in the 'Hirer Agreement'.

3.3 Notification arrangements to the hirer if the school requires the facility during the normal hire period. School Council's right to revoke the agreement at any time.

3.4 To assist hirers, School Council may extend its Underwriting Agency Pty Ltd. Cover to cover Public Liability for hirers.

3.5 School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.

3.6 School Council reserves the right not to hire facilities to groups it does not wish associated with the school.

3.7 School Council will not charge a fee for the use of facilities by groups associated with the school.

4. **Evaluation:**

4.1 This policy will be reviewed as part of the school's three-year review cycle. Ratified 27th October 2014.