

POLICY STATEMENT

HIRE OF FACILITIES POLICY

Ratified by School Council: June 2021

Review date: June 2023

Hire and Licence of School Facilities – Community Information

Selby Primary School has the following facilities available for hire (for one-off or very short-term use) or licence (for regular, on-going use) to the community:

- School hall

Selby Primary School School Council will only consider applications for the hire or licence of the above facilities if the purpose is for educational, recreational, sporting or cultural activities for:

- students;
- the local community; or
- young persons,

and in circumstances where the facilities are not required for ordinary school purposes.

The process at Selby Primary School for applying to hire or licence school facilities is to contact the office to discuss the hire of the facility and you will need to enter into a written agreement with the school council.

The agreement between you and the school council will require you:

- to have adequate public liability insurance (other insurance might be requested, depending on the use of the facilities);
- in most instances, to pay a hire or licence fee for the use of the facilities;
- in most instances, to pay a security deposit; and
- to be bound by the terms and conditions contained in the agreement.

Please contact the school's office to discuss your requirements or to obtain further information.

At Selby Primary School we endeavour to create and maintain a nurturing learning environment which fosters positive student participation through our values of

CONFIDENCE

PERSONAL BEST

RESILIENCE

RESPECT

HIRE RATES JUNE 2021

All hiring agreements must be approved by School Council prior to the event. The operations of the school will take priority over any hirers. School Council reserve the right to adjust the price depending on requests and other factors.

	<u>Standard Price</u>
Hire of hall including kitchen, meeting room, crockery and furniture out of school hours	\$ 250.00
Hire of hall only for sporting or other purposes	\$ 50.00 per hour

BOND and KEY DEPOSIT **\$200.00 bond will apply to hirers**

Note: ***All prices include GST.***

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

- That the individuals or organisation hiring the facilities or grounds have taken out public liability insurance and can provide documentation to that effect.
- That a written hiring agreement is signed by it and the hirer before use commences.
- That the written agreement cover such items as:-
 - a. The period of the agreement, specific times of use, and areas to be used.
 - b. Contact names and telephone numbers of both parties.
 - c. Access and security arrangements including arrangements with keys and locking up
 - d. Damage to property and arrangements to repair any damage.
 - e. Cleaning arrangements.
 - f. Car parking.
 - g. Notification arrangements to the hirer if the school requires the facility during the normal hire period.
 - h. School Council's right to revoke the agreement at any time.
 - i. A hiring fee.
- School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
- School Council reserves the right not to hire facilities to groups.
- The principal will be the day-to-day contact for groups hiring school facilities or grounds.
- All facilities and grounds must be returned to the school in the same condition they were hired out.

- Public Liability Insurance is the responsibility of the hirer.
- Any food provided during functions is the responsibility of the hall hirer.
- School must be notified if alcohol is to be consumed.
- The school's facilities and grounds must be returned to their original condition and rubbish placed into the dumper.
- Music must stop at 10pm.
- If there is reasons beyond the hirer's control that result in the hall unable to be hired the user will not be charged any costs.

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