Hire of School Facilities

Rationale

To establish procedures for the hire of school facilities, including the School Gym and grounds, by individuals and groups.

School facilities are to be hired primarily to individuals/organisations on a regular/ongoing basis, such as weekly sporting or musical activities that benefit Westgarth Primary School students.

Single requests will be considered by the School Facilities sub-committee, but the School does not commit to agreeing to these requests.

Single requests will primarily be granted to community groups or not-for-profit organisations.

Aims

- To ensure that requests received are assessed according to this policy
- To formalise the procedures for assessing requests and notifying applicants
- To ensure that all applicants are aware of, and accept, their hiring responsibilities
- To ensure that Westgarth Primary School’s facilities are maintained according to school requirements when used by hirers.
- To ensure that parents and teachers are kept informed about hiring and contingency arrangements.

Actions

- A sub-committee of School Council will be given responsibility for assessing requests, notifying applicants and setting fees for each new school year. The School Facilities sub-committee will regularly update the School Principal and School Council about applications and hiring arrangements.
- All requests must be made by applicants completing the School Facilities Hire Application form (attached). These will be made available on request to any prospective hirer.
- Decision on all requests should be made by the School in a timely manner and a response sent in writing to all successful and unsuccessful applicants.
• Agreed hire rates and the name and contact details of the hirer are to be recorded in the school diary.

• Prior to the facilities being used, all hirers must sign an agreement that they accept the School’s terms and conditions, including that the facility must be left in a clean and acceptable condition (Hire of School Facilities agreement attached).

• Prior to the facilities being used, all hirers must also provide a written record of their current public liability insurance (see Terms and Conditions).

• School Council will respond to any O H & S concerns made by the hirer in regard to unsafe or dangerous buildings or facilities.

Hiring of School facilities

Individuals and organisations that hire the facilities to run activities for students, such as sporting or musical lessons, must:

• Supply the School Facilities Sub-Committee with a copy of their proposed enrolment/promotion forms prior to making them available to students.

These forms must include details about how parents are to contact the service provider to enrol, make payments and confirm arrangements in the event of wet weather. They must also include contact details so that parents can contact the service provider during school hours.

• Supply the School Facilities Sub-Committee with their proposed arrangements for notifying students and parents of changes due to wet weather or alterations to timetabling.

• Ensure that their own staff members are made aware of the School’s terms and conditions for hiring facilities and that their own staff members are aware of the arrangements for notifying students and parents in the above circumstances.

The School will not take responsibility for enrolments, payments or changes to the program due to wet weather.

Hiring of school facilities will not occur unless the Sub-Committee members are satisfied that there are suitable arrangements in place.

All ongoing hiring arrangements will be regularly reviewed, with the School retaining the right to terminate or not renew any arrangement.
Fees

- Permanent hirers will be invoiced each term and accounts must be settled within seven days. 4th term invoices must be paid by 31 December.

- All one-off hall hiring fees, including bonds, have to be paid in advance.

- Bond money will be returned on the basis that there have been no security breaches, all equipment and facilities have been left in acceptable and clean condition and all keys returned. Monies paid by the hirer cover the cost of cleaning toilets but these must be left in a reasonable condition.

- Rates for the hire of school facilities will be reviewed at the end of each school year and made known to applicants when they contact the school.
School Facilities Hire Agreement

To be signed prior to facilities being used and a copy filed by the School and a copy given to the hirer.

Terms and Conditions

1. No booking is final until hiring charges and bond have been made in advance and this agreement has been completed and signed by the Hirer and a School Facilities Sub-Committee representative.

2. It is the responsibility of the Hirer to have public liability insurance to cover any accident, loss, damage or injury sustained by any person or persons using any part of the Westgarth Primary School during the period of hire. Evidence of this insurance cover must be given to the School prior to hiring.

3. The Hirer shall be liable for any damage to furniture, fittings, buildings or grounds during the period of hire including the security call out fee that may result.

4. Smoking is not permitted inside the school facility and within the school grounds.

5. Alcohol and food are not permitted unless School approval is given, in writing, prior to hiring [An application for a liquor licence would need to be sighted by the school prior to hiring of the facility]

6. Animals are not permitted.

7. It is the responsibility of the Hirer to ensure that the facility is left in the same state of cleanliness and order as found at the commencement of use. Trestle tables and chairs must be put back where they were taken from and the floor must be swept.

8. The Hirer is responsible for maintaining and preserving orderly behaviour within the facility.

9. All rubbish must be put in the dumpsters at the entrance to the Clarke St carpark.

10. It is the responsibility of the Hirer to ensure that arrangements have been made for the Security system to be activated at the completion of their occupation of the facility.

11. Hirer may not sub-let the facility without permission from the School Facilities sub-committee.
12. Non-marking footwear must be worn for all games and activities in the gymnasium.

13. A condition of hire is that school equipment including P.E. equipment and the Kitchen Garden equipment & kitchen facilities used by Westgarth Primary School students is not to be used.

14. No storage area is provided for any hirers of school facilities.
I/we……………………………………………………………… agree to abide by the terms and conditions of the Westgarth Primary School Hire of School Facilities policy.

I/we undertake to ensure that the School's facilities are left in a clean and orderly condition at the end of our hiring period and that the bond money will only be returned if this occurs.

Agreed bond………………………………………………………………………………………………

Agreed fee………………………………………………………………………………………………

Signed (hirer) – please write name and sign and include ABN number if applicable

…………………………………………………………………………………………………………

Dated………………………………………………………………………………………………………

Signed (School representative)

…………………………………………………………………………………………………………

Dated………………………………………………………………………………………………………

…………………………………………………………………………………………………………
School Facilities Hire Application

Insert name of individual/organisation:........................................................................................................

Contact person:........................................................................................................................................

Address:....................................................................................................................................................

Phone number:......................................................................................................................................

Facility/ies required:

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Purpose for hiring the facility:

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Times and dates in which the facility/ies are required:

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In addition to the above this facilities application requests permission to use the following school equipment:

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## Hire of School Facilities

### Hiring Checklist – Circle answer

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the hirer signed the School Hiring Agreement and made required bond payment (if applicable)?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Has the hirer provided the school with a record of current public liability insurance?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Has the hirer provided the school with a copy of an official liquor licence?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Has the School representative signed the School Hiring Agreement and provided a copy to the hirer and a copy for the school files?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Have the agreed hire rates and the name and contact details of the hirer been recorded in the school diary?</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

### For weekly hire for musical/sporting/recreational activities involving students:

- Has the individual/organisation supplied a copy of its proposed arrangements for notifying students and parents of changes due to wet weather or alterations to timetabling? | Yes/No |
- Are these arrangements satisfactory? | Yes/No |

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there any further information required?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Has the applicant been notified of the outcome?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Has a timetable for reviewing this arrangement been set?</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>