



## Hire Of Facilities Policy

### Rationale

This policy exists to provide a framework for the hiring of school facilities.

### Aim

- To ensure Fairfield Primary School complies with the Department of Education and Training (DET) policies and legal agreements for hiring, licensing and shared use of school facilities.
- To ensure that requests received are assessed according to this policy.

### Implementation

#### IMPLEMENTATION

- School Council is authorised to hire and licence school facilities where these are not required for ordinary school purposes.
- The Principal's approval is required for all licence agreements, which are established for purposes other than recreational, sporting or cultural.
- School Council retains the right to exclude any groups or individuals who wish to use school facilities if they deem the proposed use as inappropriate.
- Commercial or for-profit groups and unincorporated sporting groups using school facilities must continue to hold current public liability insurance of the value of \$10m.
- Working With Children's Checks are required from all hirers and their staff using school facilities.
- All DET policies and guidelines, including OH&S policies and protocols, are to be adhered to at all times.
- Requests for hiring of school facilities are to be made using the form in Appendix 1 and are to be forwarded to School Council. All groups expressing interest in the use of the school facilities will be required to meet with the appropriate school personnel to discuss the facilities available, the terms of the licence agreement and the fees required to be paid for the hiring of those facilities.
- All ongoing hiring arrangements will be regularly reviewed, with the school retaining the right to terminate or not renew any Agreement.

#### SCHOOL SPECIFIC PROCEDURES

*Decisions about the hire of school facilities and resources will be prioritised, in order, according to the following principles, but subject always to any contractual, statutory or regulatory duties of the School:*

1. School facilities and resources are to be used primarily for the scheduled educational experiences and programs offered as part of the daily operation and extra curricula programs of the school.
2. School community events e.g. parent evenings, fundraising events
3. Out of School Hour Care
4. Community groups, including not-for-profit organisations.
5. Negotiated and approved commercial organisations.



## Evaluation

This policy will be reviewed as part of Fairfield Primary School's three-year review cycle (or earlier if DET guidelines change) in February 2021.

## References

[Department of Education Guidelines – for hiring of school facilities](#)



Appendix One

## Fairfield Primary School: Hire of Facilities and Resources Application

### Organisation Details

Name of Individual/Organisation: \_\_\_\_\_

Address of Organisation: \_\_\_\_\_

Phone No: \_\_\_\_\_ Other: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Organisation ABN \_\_\_\_\_ Is the Organisation Incorporated YES / NO

### Contact Details

Contact Name: \_\_\_\_\_

Position held within Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### Facility Hire Details

Facility Hire requested: \_\_\_\_\_

Purpose for hiring facility: \_\_\_\_\_

Requested date of hire: \_\_\_\_\_

Requested time of hire: \_\_\_\_\_

*(Please indicate the times that you propose to enter and vacate the premises, not the start and finishing time of the activity)*

Anticipated number of attendees: \_\_\_\_\_

In addition to the above, I/we request permission to use the following school equipment:

\_\_\_\_\_  
\_\_\_\_\_



I/we have the following connection to the school community:

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Are you providing extracurricular programmes to the school? Yes/No

Are you a community group who engages students of this school? Yes /No

Are you a community group that has a direct connection with the school community? Yes/No

Do you operate on a not-for profit or a profit-making basis? \_\_\_\_\_

I/we \_\_\_\_\_

agree to abide by the Terms and Conditions of this Hire of School Facilities and Resources Agreement. 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\*)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

*(School representative)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### Requirements

Staff using the school facilities hold current WWCC (please tick)

The organisation holds current public liability insurance of the value of \$10m (please tick)

Email: [fairfield.ps@edumail.vic.gov.au](mailto:fairfield.ps@edumail.vic.gov.au)