



# HIRE OF SCHOOL FACILITIES

## Policy

### **AIM:**

To clearly outline the regulations, procedures and requirements relating to the hire and use of school facilities by community groups not directly connected to Epping Views Primary School.

### **GUIDELINES:**

1. The School Council has the responsibility of determining rules and regulations pertaining to the hire of school facilities.
2. The Principal and the Business Manager will be responsible for administering the 'Hire of School Facilities' Policy, and will be the initial contact for inquiry regarding facility usage.
3. The School Council will not be liable for any loss, damage or legal liability incurred by any hirer's activities, and therefore insists that Public Liability Insurance to a minimum of \$10,000,000 is a pre requisite for any hiring agreement.
4. A refundable bond of \$500 is payable to the school on acceptance of approval for usage by long term / regular users.
5. A hiring charge per room / facility will be set annually by School Council to cover utilities and maintenance costs.
6. All hired facilities, including toilets, must be left in clean condition. The cost of any necessary cleaning will be charged to the hirer.
7. The hirer will be responsible for any damage to hire facilities. The hirer will be charged for any resulting replacement and repairs, other than those caused by reasonable wear and tear.
8. Adequate adult supervision must be provided at all times when using the facilities, and unless there has been prior approval by School Council, hirers are not to use any school equipment, other than classroom furniture.
9. The 'Facility Usage / Hire Agreement' can be terminated by either party, by giving two weeks' notice in writing. Inspection of the facility and the release of the bond to the hirer will follow one month after the termination of usage.
10. Forms headed, 'Application for Use of School Facilities' and 'Facility Usage Agreement,' must be completed by the organisation or individual seeking use of the School facility.
11. Smoking is not permitted inside any School Building.
12. Principal / Principal's delegate has access to school at any time for site inspection.

This policy was last ratified by School Council in....

**September 2008**