

HIRE & LICENCE OF SCHOOL FACILITIES

RATIONALE

Schools have a large variety of facilities from which community groups can benefit. Under Section 2.3.11 of the Education Training Reform Act 2006, School Councils may hire these facilities to third parties. Fair and reasonable hiring arrangements can prove mutually beneficial.

AIMS

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

IMPLEMENTATION

- School Councils are authorised to hire or licence school facilities to third parties, provided the hire or licence arrangement:
 - is for the purposes of educational, recreational, sporting or cultural activities for students, the local community or young persons.
 - is formalised using Department templates (without alteration)
 - does not infringe on the delivery of school programs
- School Council has decided to hire facilities such as the Language Centre, Hospitality Centre and general classrooms to external groups under the following conditions: -
 - All groups wishing to use the school's facilities are required to make a written initial application to the principal detailing the facilities, times and purposes for which the grounds or facilities are being sought.
 - Each application will be considered by a panel consisting of; the principal, the business manager and the school council president. The panel will inform school council of any application and the action taken. Decisions will be made on the basis of the DET 'Hire and Licence of School Facilities Policy'.
 - Successful applicants will be advised in writing and will be required to enter into either a 'One-Off Hire Agreement' with the school council or enter into a 'License Agreement' for regular use of the grounds or a specific facility. These agreements are required irrespective of whether or not a hire fee is charged.
 - The Department of Education provides template Agreements for use by school council which we will use.
 - The principal will liaise directly with the key contact person/s and vice-versa should any concerns arise.
 - School Council reserves the right not to hire facilities to groups it does not wish associated with the school.
 - The business manager will be the day-to-day contact for groups hiring school facilities.
 - Standard Hire fees will be set by the Finance Subcommittee and reviewed annually. Standard Hire fees may be varied with the approval of Finance Committee.

REFERENCES

- DET Hire and Licence of School Facilities Policy – Version 1.0, November 2015

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.