POLICY: HIRE OF SCHOOL FACILITIES POLICY

PURPOSE:

Schools have a large variety of facilities from which community groups can benefit. Fair and reasonable hiring arrangements can prove mutually beneficial.

AIM:

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

IMPLEMENTATION:

The School Council has the authority to allow the use of school facilities by outside bodies when the facilities are not required for school purposes and have the responsibility to establish the terms and conditions of use.

School Council has agreed to hire the gymnasium to external groups under the following conditions:

- That the individuals or organisation hiring the facilities have taken out public liability insurance and can provide documentation to that effect.
- That a written hiring agreement is signed by the principal, school council president and the hirer before use commences.
- That the written agreement covers such items as: -
    - The period of the agreement, specific times of use and areas to be used.
    - Contact names and telephone numbers of both parties.
    - Access and security arrangements including arrangements with keys and locking up.
    - Damage to property and arrangements to repair any damage.
    - Cleaning arrangements.
    - Car parking.
    - Prior notification to the hirer if the school requires the facility during the normal hire period.
    - The School Council's right to revoke the agreement at any time.
    - The hirer incurs any costs associated with the activation of the alarm system.
- The School Council reserves the right not to hire facilities.
- The School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings, or facilities.
- The School Council will not charge a fee for the use of facilities by groups associated with the school (e.g., Fundraising Team).
- The School Business Manager will be the day-to-day contact for groups hiring school facilities.

POLICY REVIEW AND APPROVAL:

Policy last reviewed	17/2/2026
Consultation	Consultation with school council and approved by School Council
Approved by	James Bell, principal

Next scheduled review date	February 2027