



## **COMMUNITY USE OF SCHOOL FACILITIES POLICY**

*(Ratified by School Council: March 2016)*

### **PURPOSE:**

To enable Glen Waverley Primary School to be an effective resource for the benefit of the local community and to provide guidance to ensure suitable hirers/licensees.

### **GUIDELINES:**

- To provide community groups with a venue in which community related activities and services might be accepted.
- To promote the school in the wider community.
- To provide a source of revenue for the school to support the implementation of school based programs.

### **IMPLEMENTATION:**

- The School Council has responsibility in deciding who will have access to the school after school hours.
- The School Council must be satisfied as to:
  - \* The purpose of the use of school facility
  - \* that all security arrangements are adhered to
  - \* that public liability insurance of \$10,000,000.00 is held by the hirer/licensee
- Hirers/licensees will be required to complete the relevant documentation as set out below:

Agreement Type	Descriptions
<b>Hire</b>	Is used when the community uses a facility on a one-off basis, such as a youth group hiring a school hall for its annual presentation night.
<b>Licence</b>	<p>Is used when the community uses a school facility on a regular basis such as a:</p> <ul style="list-style-type: none"> <li>▪ local drama group hiring out the school performing arts centre every Wednesday evening; or</li> <li>▪ local football club hiring the school oval for the season.</li> </ul>

All agreements will be signed by the School Council President or in their absence delegation may be given to the Principal.

- All agreements will be subject to review annually by the School Council.
  - A copy of the agreement will be held by the school and a copy will be supplied to the hirer.
  - Hall hirers/Licensees will be required to pay a bond of \$400.00 which will be refunded if the hall is left clean and no damage has occurred.

**All School term hirers/licensees will be required to return the hiring keys at the end of the school term and they will be reissued at the start of the New Year.**

EVALUATION:

- This policy will be subject to review on an annual basis
- The School Council Finance & Facilities Committee should periodically review the hire of school facilities.
- Business Manager is responsible for evaluating the use of school facilities in consultation with the Principal.

DUE DATE FOR REVIEW:

Due for Review in March 2017