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:
<table>
<thead>
<tr>
<th>Agreement Type</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire</td>
<td>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.</td>
</tr>
</tbody>
</table>
| Licence        | Is used when the community uses a school facility on a regular basis such as a:  
  - local drama group hiring out the school performing arts centre every Wednesday evening; or  
  - local football club hiring the school oval for the season. |

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