

COMMUNITY USE OF SCHOOL FACILITIES POLICY

Ratified by School Council: May 2023

PURPOSE:

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

GUIDELINES:

Guidelines are developed to;

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

IMPLEMENTATION:

In consultation with the Principal;

- the School Council has responsibility in deciding who will have access to the school during and after school hours.
- the School Council must be satisfied as to:
 - The purpose of the use of the school facility
 - that all security arrangements are adhered to, including the School's Child Safety Code of Conduct
 - 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
Hire	Is used when the community uses a facility on a one-off basis, such as AEC hiring facilities for election/voting day.

Agreement Type	Descriptions
Licence (See Appendix 1 for School Council Licence Template)	Is used when the community uses a school facility on a regular basis such as a: <ul style="list-style-type: none"> ▪ local drama group hiring out the school Library every Tuesday; or ▪

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.
 - Gym hirers/Licensees will be required to pay a bond of \$400.00 which will be refunded if the gym is left clean and no damage has occurred.

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

EVALUATION:

- This policy will be subject to review every two years.
- The School Council Finance & Facilities Committee should periodically review the hire of school facilities.
- Business Manager/Executive Assistant is responsible for evaluating the use of school facilities in consultation with the Principal.

DUE DATE FOR REVIEW:

Due for Review in May 2025

Appendix 1:

[School Council License Template 2023](#)