



Hire of Facilities

POLICY

RATIONALE:

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

AIM:

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

IMPLEMENTATION:

- Laurimar Primary School Council has the authority to allow the use of school facilities by outside bodies when the facilities are not required for school purposes. Laurimar Primary School will establish the terms and conditions of use.
- Laurimar Primary School Council may hire facilities such as the Arts Centre, Library or Gymnasium to external groups under the following conditions:
 - That the individuals or organisation hiring the facilities have taken out satisfactory public liability insurance and can provide documentation to that effect.
 - That an annual written hiring agreement is signed by the shared user and the hirer before use commences.
 - That the written agreement covers such items as:-
 - a. The period of the agreement, specific times of use, and areas to be used.
 - b. Contact names and telephone numbers of both parties.
 - c. Access, emergency procedures, security plans and security arrangements including arrangements with keys and locking up.
 - d. Damage to property and arrangements to repair any damage.
 - e. Cleaning arrangements.
 - f. Car parking.
 - g. Notification arrangements to the hirer if the school requires the facility during the normal hire period.
 - h. Laurimar Primary School Council's right to revoke the agreement at any time.
 - i. Relevant hiring fees.
 - j. The sole use of the facility is directly with the hirer.
- Laurimar Primary School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
- Laurimar Primary School Council reserves the right not to hire facilities.
- Laurimar Primary School Council may not charge a fee for the use of facilities by groups associated with the school (eg: Community Liason Committee).
- The Principal or nominee will be the day-to-day contact for groups hiring school facilities.

EVALUATION:

This policy was reviewed in October 2013