

# Montmorency Secondary College

## HIRE OF FACILITIES

### POLICY

#### **Rationale:**

- Schools have a large variety of facilities from which community groups can benefit. Under Section 15AA of the Education Act 1958, School Councils may hire these facilities to third parties. Fair and reasonable hiring arrangements can prove mutually beneficial.

#### **Aims:**

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

#### **Implementation:**

- 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 also have the responsibility to establish the terms and conditions of use.
- That a written hiring agreement provided by School Council be signed by Council and the hirer before use.
- School Council has decided to hire facilities such as the auditorium, resource centre or 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 be signed by Council and the hirer before use.
  - That the written agreement cover 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 and security arrangements including arrangements with keys and locking up
    - d. Damage to property and arrangements to repair any damage.
    - e. Cleaning and Car parking arrangements.
    - f. Notification arrangements to the hirer if the school requires the facility during the normal hire period.
    - g. School Council reservation of the right to require the hirer to include a disclaimer of affiliation in any advertising material if requested by the Council.
    - h. School Council's right to revoke the agreement at any time for major breaches of contract.
    - i. A hiring fee.
- School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
- School Council reserves the right not to hire facilities to groups it does not wish associated with the school.
- School Council will not charge a fee for the use of facilities by groups associated with the school (eg: Parents and Friends Association).
- The Business Manager will be the day-to-day contact for groups hiring school facilities.

#### **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

*May 2013*