



KINDNESS RESILIENCE RESPECT

Hire of School Facilities Policy

Date Written: 2014
School Council Ratified: Nov 2016

Review cycle: 4 yearly
Next review: 2018

RATIONALE

Fitzroy North Primary School recognizes that the hire of school facilities can enhance the standing of the school in the community and can generate funds for the school.

AIM

NFPS facilities may be used by outside groups / individuals when such use contributes to community development and provides a financial return that can be applied to various school programs

GUIDELINES

- 3.1 Use of school facilities by outside groups / individuals must first be approved by School Council.
- 3.2 All applications must be in writing and include full details of the intended use of school facilities, actual facilities required, numbers of people involved, objectives and nature of the applicant, references, etc. and appended to the form "Application to Use NFPS Facilities". The application should be accompanied by additional relevant information as requested by School Council.
- 3.3 A decision on an application may be made by the Principal, on behalf of School Council.
- 3.4 In deciding whether or not to approve an application, the following should be among the issues considered:
 - 3.4.1 The aims of this policy;
 - 3.4.2 The philosophy of NFPS;
 - 3.4.3 Insurance requirements;
 - 3.4.4 Information provided by the applicant as per 3.2;
 - 3.4.5 Whether school facilities are available and suitable for the proposed use; and
 - 3.4.6 Previous experience concerning the applicant available to School Council.
- 3.5 School Council or appointees as per 3.3.1 and 3.3.2 acting on its behalf shall also decide which school facilities are to be used, the rate to be charged as per 3.6.
- 3.6 Two categories of users exist in relation to fees:
 - 3.6.1 Non-profit users; and
 - 3.6.2 Commercial users

Non-profit users may be charged a rate between the commercial rate and free use of the facilities, depending on the circumstances of the application – e.g. nature of the group, whether the activity involves fund-raising, etc. Reciprocation, e.g. help on working bees, use by the school of the group / individual's resources, etc – may also be an appropriate "fee" in some cases.

Commercial users should be charged the fee recommended by the Finance Committee at the time of the application. A fee other than this recommended fee must be approved by a meeting of School Council.

- 3.7 Approval of outside groups / individuals to use school facilities may be withdrawn at the decision of a meeting of School Council if:



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- 3.7.1 conditions are breached and the breach is considered serious enough to warrant approval being withdrawn; or
- 3.7.2 continued use of school facilities is not thought to be in the best interests of the school in terms of 2 or 3.4

Understanding of 3.7 by applicants is to be included as a condition as per 5.

3.8 The following requirements must be adhered to:

- 3.8.1 All individuals or organisations using the Centre will be required to sign a form of undertaking that they have read and will abide by these conditions. Advance booking will be required to ensure that the building will be available for use.
- 3.8.2 Payment will be required for all sessions with booking and will only be refunded on cancellation if Administration is notified within seven (7) days of the date booked.
- 3.8.3 Arrangements will be made for access to the building and keys must be returned promptly as arranged.
- 3.8.4 Keys issued must not under any circumstances be duplicated or re-issued to any other person or group. A key deposit will be payable when keys are collected and any breach of these conditions will result in forfeiture of the deposit and may at the discretion of Council terminate the rights to use the facilities.
- 3.8.5 All users will respect the rights of other users, including equipment belonging to other users. No structural alterations of fixtures and additions will be permitted. Nothing must be attached to walls by sticking tape.
- 3.8.6 Use of alcohol is prohibited and illicit drug use of any kind is banned entirely.
- 3.8.7 Council is responsible for the charges for electricity etc. and all users are required to ensure that all appliances, taps and lighting are turned off and doors are securely locked.
- 3.8.8 The property and in particular the toilets, must be left in a clean and tidy state by all users. Any users who offend will terminate the right to use the facilities.
- 3.8.9 All breakages and damage must be reported promptly to the Principal so that repairs or replacements can be promptly effected. Depending on the circumstances, compensation for damage may be required.
- 3.8.10 Children must be supervised at all times.
- 3.8.11 Furniture must be left in its proper place.
- 3.8.12 Rubbish – a rubbish bin with plastic bag liner will be available at all times. To control ants, mice, etc., all rubbish, especially food scraps, must be deposited in the bin.
- 3.8.12 Users will be responsible for adequate supervision both inside and outside the building during the hire period.
- 3.8.12 No facilities for the storage of equipment is available at this stage. No responsibility will be taken for loss or damage or equipment belonging to user groups.