



## HIRING POLICY

Ratified August 2014

*All children have the right to learn  
Everyone is treated respectfully  
We all have the right to feel safe*

### **WE VALUE:**

*Teamwork, Respect, Responsibility,  
Persistence and Honesty*

*The School and Governing Council need to be satisfied with the aims, the teaching or coaching methods and ethics of hiring groups. The School and Governing Council will only accept groups who promote fair play, sportsmanship, and respect for community, school and others.*

## Priorities

1. Priority is given to school run programs. This may result in the facilities not being available until after 4.00 pm on weekdays.
2. Priority will be given to groups that promote community recreation and education particularly in activities which are not already available in the local area, and where this activity can only take place in the said facility.
3. Priority will be given to local users.
4. Priority will be given to activities which maximise the number of people using the facility.

## Terms of Contract

- The period of the contract will be as stipulated on "*Use of School Premises - Agreement Form*".
- A new Agreement must be drawn up each year.
- A separate Agreement must be drawn up for each facility hired.

## Withdrawals of Contract

The school reserves the right to withdraw the contract at any time. The school may also temporarily resume the use of a facility for its own needs. This will not be done except in an emergency, in which case the school will notify the hirer/user as soon as possible. Any monies paid for the hire of a facility, which has been resumed, will be refunded on a pro-rata basis.

## Insurance

A copy of the current insurance policy of the group is to be supplied to the school. If groups do not have insurance, each member needs to sign an indemnity form.

## Care of Facilities and Equipment

The hirer/user is responsible for the loss and/or damage to school equipment and buildings by any of its members.

Any such loss or damage **must** be reported immediately to the school administration officer. Failure to do this will result in the contract being withdrawn.

## Conditions of Use

1. "Use of School Premises – Agreement Form" must be completed in full and approved by the Principal annually (to be completed at the beginning of each year for annual hirer/users, or at the beginning of a season for seasonal hirer/users).
2. A copy of the hirer's current insurance policy must be provided and attached to the "Use of School Premises – Agreement Form".
3. A bond may be charged at the discretion of the school and will be refundable at the end of the contract if no conditions have been breached.
4. An induction of school facilities will be conducted the first time a group hires any area of the school (toilets, fire extinguishers, power switch board, location of nearest telephone for emergencies etc.).
5. The hirer/user is responsible to ensure that all portable electrical equipment they use on these premises has been tested and tagged safe. Failure to ensure that appropriate safety measures are taken may result in short term cancellation of the contract until the situation has been rectified, or if damage occurs the hirer will be liable for the cost of replacement and repair.
6. The hirer/user is responsible for reporting any hazard in the area/s being used, and for the loss and/or damage to school equipment and buildings by any of its members. Any such loss, damage or hazard must be reported immediately to the School Administration Officer.
7. Rooms are to be left as found. Misuse of school facilities/premises will result in a letter from the Governing Council warning of possible cancellation of contract.
8. The hirer/user will be responsible for the opening and closing of exterior doors and security.
9. The hirer/user will be responsible for maintaining the facilities/toilets in a reasonable state and rubbish bins must be emptied at the end of the session into wheelie bins provided.
10. Driving is restricted to the car parking areas only. A speed limit of 10 kilometres / hr applies. **Under no circumstances are cars allowed on the oval.** Damage to the oval by cars will result in repairs being charged to the hirer/user.
11. A fire extinguisher is available in each area. Hirer/users must ensure that the extinguisher is not tampered with or removed during the hiring period. If an extinguisher has been discharged during the use of the facility, the School Administration Officer **must** be informed as early as possible on the following working day.
12. The hiring organisation must nominate a responsible officer to liaise with the school on all matters relating to the use of the hire facility.
13. Fees should be paid within 30 days from receipt of account.
14. Holiday use is not guaranteed but is normally available if caretaker staff are available.
15. Equipment owned by the hirer/user may be stored on school premises if available, however the school does not take responsibility for the storage or security of hirer/user's equipment.
16. Smoking is prohibited in all school buildings and on the grounds at all times.
17. Keys to be booked out by users through the school or in the case of the pool/pool BBQ Tony Martin and returned on the next working day after the completion of the agreement or as organised by Tony & hirer.

**18. Hire of Pool Facilities** - A fee per group will be charged for each of the following:

- a. Hire of pool and facilities - \$20 gst inclusive
- b. Hire of BBQ and facilities - \$20 gst inclusive
- c. Hire of facilities excluding BBQ and pool - \$10
  - Prior arrangement of a key for the BBQ needs to be made with the School (85772277)
  - The BBQ needs to be cleaned and the area left tidy after use
  - Only the gas bottle provided is to be used for the BBQ
  - Rubbish bins need to be emptied into the large school bins.

Individuals who do not have a season subscription still need to pay the current pool fees of \$5.00 to swim & have an approved supervisor present.

**19. Hire of Musical Instruments**

A charge of \$25.00(gst Inclusive) per item, per term for each instrument. Any damage or maintenance of instrument is to be at the hirers cost.

**20. Hire of School Rooms**

- \$50 per day GST inclusive for private providers.
- \$25 half day GST inclusive for private providers.
- Hiring Fees for community groups are negotiated with each hirer to encourage wide use of facilities. Long-term leases are negotiable.

**21. Hire of Marquee**

- \$50 per day.
- hirer to pick up and return the marquee in the condition in which it was hired.

***I have read and understand the above Hiring Policy and Conditions of use information and agree to abide by the stated conditions:***

Signed: \_\_\_\_\_

Date:        /        /

Print name: \_\_\_\_\_

Address: \_\_\_\_\_

Position held: \_\_\_\_\_

Name of Organisation hiring/using: \_\_\_\_\_

<b><u>Hire of Pool, Facilities &amp; Equipment</u></b> (please tick)	<b><u>Hire of Musical Instrument/s</u></b>	<b><u>Hire of Marquee</u></b>
<input type="checkbox"/> Pool and facilities <input type="checkbox"/> BBQ and facilities <input type="checkbox"/> Facilities only <input type="checkbox"/> Equipment	Instrument: _____  Instrument: _____	Dates: _____

**Payment**

Paid cash total: \$ \_\_\_\_\_

Account to be sent total: \$ \_\_\_\_\_

**The hirer/user is responsible for the loss and/or damage to school equipment and buildings by any of its members.**

(Copy to be provided to the hirer/user)