

# Facilities Hire Policy



## Help for non-English speakers

If you need help to understand this policy, please contact Emma Heywood.

## PURPOSE

Bell Primary School (BPS) has facilities from which the school community and broader community may benefit, through agreed use or hire, outside of normal school hours for appropriate purposes.

## AIMS

The aim of the Policy is to:

- Ensure Bell Primary School complies with the Department of Education policies and legal agreements for hiring, licensing and shared use of school facilities
- Enhance community involvement in the school
- Ensure that hiring arrangements are clearly defined
- To ensure that requests received are assessed consistently, according to this policy
- Support school security and reduce vandalism
- Financially support the learning and teaching programs.

## GUIDELINES

- Under Department of Education policy, School Council is authorised to hire and licence the use of school facilities where these are not required for ordinary school purposes and are to be used for recreational, sporting or cultural activities.
- The hirer of the School facilities will be liable for any loss, damage or legal liability incurred and will be required to hold Public Liability Insurance.
- **Hire agreements** apply when the School facilities are hired on a one-off basis. The Department of Education one off hire agreement is to be used for such an agreement.
- **Licence agreements** apply when the School facilities are hired on a regular basis. The Department of Education licence agreement is to be used for such an agreement.
- Working with Children Checks are required from all hirers and their staff using school facilities during school hours, and those who are working with children (below the age of 18 years) outside of hours. If there is a commercial benefit for the hirer, an "Employment" WWCC is required, versus a "Volunteer" WWCC if not.
- The Facilities Manager will be the initial contact for enquiries regarding facility usage and will be the day to day contact for groups hiring the facilities. An Expression of Interest application form is to be completed for all new and interested hirers, which will then be reviewed by the Facilities Manager, before being approved by the Principal or School Council.
- All ongoing hiring arrangements will be regularly reviewed (six monthly), with the school retaining the right to terminate or not renew any Agreement.
- Specific after hours school -based events will take precedence over regular bookings from external organisations with a minimum of one month's notice, eg School Concert, Graduation Ceremony.



- All hire will be at the discretion of the Principal in consultation with the School Council and all hire applications assessed in accordance with Bell Primary School and Department's values. A condition of the hiring agreement relating to the school building use is that the Facilities Manager is responsible for organising the entry into the building to be hired. Specific arrangements will be agreed upon if a representative of the school is required to attend for security or operational need. For example: if there is an emergency callout for insurance, operational safety purposes.
- A hiring charge, including a security bond, will be set by the Facilities Manager/Principal and reviewed annually. See **Appendix 1** for fee structures.
- A hiring fee (including bond) must be paid in advance to the school prior to the hirer's activity taking place, together with the hirer's Public Liability Insurance cover certificate (where required).
- The Facilities Manager will ensure hire agreements are signed and filed for audit purposes.
- The hire agreement may be terminated by the school if damage is incurred as a result of the hiring arrangement.
- No alcohol is to be consumed within the grounds or buildings of the school unless approved by the Principal and School Council in accordance with Department of Education's [Community use of Schools-Hiring and Licensing Policy](#).
- Smoking is not permitted within the grounds or buildings of the school.
- Any individual or commercial group using the school's grounds inappropriately or trespassing will, in the first instance, be issued a warning and if the behaviour continues, the Principal has the authority under Department of Education's guidelines to ban entry to the school.

#### **Common activities of community groups that may be granted access to hire school facilities:**

Community groups using school sites participate in a range of activities, these may include:

- Meetings
- Language classes
- Educational classes
- Sporting activities – indoor and outdoor
- Cultural classes or performances – e.g. dance / drama / music.

#### **Are any activities excluded?**

School Councils should not permit their facilities to be used for activities that interfere with student learning or are against the ethos of the school. This includes activities that:

- infringe on the delivery of school programs
- might bring the school into disrepute
- are likely to cause damage or unmanaged risk to students, school buildings or property
- create excessive noise or pose a nuisance to nearby residents
- may involve the use of firearms
- are illegal.

Activities that involve the consumption of alcohol require the judgement of the Principal and the School Council, and would require appropriate liquor licencing arrangements. Generally, recreational activities related to parties are excluded unless there is a clear link to the school community, eg school sanctioned fundraising events.

#### **Examples of high risk activities**

Generally, the following activities may be considered high risk and therefore may not be approved under the policy and, if approved, will require appropriate insurance:

- High impact sporting activities;
- Horse or pony riding;
- Animal shows;
- Motorcycle leisure riding;
- Abseiling and rock climbing activities;



- Woodwork, mechanical and generally trade classes;
- Amusement rides and equipment;
- Fireworks or pyrotechnical displays;
- Private parties with alcoholic beverages.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Referenced periodically in newsletters
- Sent directly to community organisations when requested
- Referenced in Bell WhatsApp groups and Bell Parents' Facebook Group

## USEFUL REFERENCES

[Community Use of School Hiring and Licensing](#)

[Bell PS Learning and Play Spaces](#)

[Hire of Facilities – Expression of Interest form](#)

[Expression of Interest for Gym/Hall Facility](#)

## POLICY REVIEW AND APPROVAL

Policy developed	March 2024
Consultation	School Council
Approved	Principal
Next scheduled review date	March 2025



## Facilities hire fees- after hours

The following fees apply for the hire of Bell Primary School facilities.

Hire fees include administration, operational, security and cleaning\* costs associated with the hire of the facility.

For all BPS hire enquiries please contact:

Area	Weekday hourly rate	Weekend hourly rate	Weekend day rate (9am-9pm)	Key deposit	Security bond
Classroom	\$25 + GST	N/A	N/A	*TBC	*TBC
Gym/Hall	\$45 + GST	\$45 + GST	\$450 + GST	\$100	\$100
Outdoor areas	To be negotiated depending on circumstances				

A standard cleaning cost is included in the hourly rate.

Additional cleaning or rubbish removal: \$70 plus GST (minimum fee). For extensive cleaning or rubbish removal and extra fee of a \$35.00 plus GST per hour will be charged at cost, (as determined by the school).

\* Key deposit and security bond required for extended hire only.

Damages charge: any repairs required due to damage or vandalism will be charged to the hirer at cost, following an assessment by the school. This may include an insurance excess fee.