

SUNSHINE HEIGHT PRIMARY SCHOOL

Hire of School Facilities Policy

PURPOSE

- To enhance the opportunity for Sunshine Heights Primary School and community partners to work together and share the use of school facilities.
- To ensure all parties understand their responsibilities and obligations

DEFINITIONS

- The School refers to Sunshine Heights Primary School
- School Council refers to Sunshine Heights Primary School Council
- DEECD refers to the Department of Education and Early Childhood Development
- Facilities refers to school buildings or grounds
- Community Partner refers to a person, group or organisation

IMPLEMENTATION

- School Council may only hire Facilities to Community Partners where the Facilities are to be used for sport or recreation activities or for programs aimed at assisting, involving, or providing resources or facilities to the community
- In planning the community use of school facilities, School Council needs should consider whether arrangements will:
 - be consistent with the school's authority to enter into partnerships
 - further the school's ability to deliver outcomes in its priority areas
 - respond to community needs and not duplicate existing services
 - improve ties between the school and the wider community
 - be consistent with the school's ethos
 - make best use of new and existing resources
 - be appropriately funded for establishment and ongoing maintenance.
- All Applications must be completed in full and submit all relevant documents to the Principal
- The Hirer must provide a person to unsecure and secure the School for the Community Partner
- The Community Partner must nominate supervising persons who will be responsible for the facilities during the hire
- The Community Partner must have Public Liability Insurance of a minimum of \$10,000,000 per event
- Facilities Hire Rates and Security Bonds are detailed on the attached document Facilities Hires Rates and Security Bonds and will be reviewed annually in October.
- Hire Rates must be comparable with local facilities and include all actual costs
- Community Partners must be charged to recoup any additional costs they may cause or incur
- A Security Bond must be charged in all circumstances
- All fees are payable in advance

REFERENCES

- DET Schools As Community Facilities 2005

ACCOMPANYING DOCUMENTS

- Please supply any accompanying documents to support your application

EVALUATION & REVIEW

- This policy shall be reviewed by the Finance Committee in October of Each Year
- This policy shall be presented to School Council for Ratification by October of Each Year

Reviewed 30th June 2017
Will be Reviewed June 2018

Sunshine Heights Primary School Facilities Hire Application

NAME of ORGANISATION ▶			
CONTACT PERSON ▶			
POSITION HELD ▶			
PRIVATE ADDRESS ▶			
TELEPHONE NUMBERS ▶	Business:..... Private:..... Mobile:.....		
PURPOSE of HIRE ▶			
<i>Please detail the activities for which the facility will be hired</i>			
DATES of PROPOSED HIRE ▶	Day of Week Required	Time Required	
		<i>From</i>	<i>To</i>
<i>Dates Required:</i>	<i>eg Wednesday</i>	<i>4.30 pm</i>	<i>6.30 pm</i>
From: / /			
To: / /			
			
ESTIMATED ATTENDANCE ▶	Supervising Adults → Adults → Children →		

Office Use Only

Hourly Rate: \$	Amount p/w: \$	Total Wks:	TOTAL: \$
Total Hrs p/w:	Category:	Facility:	Annual: \$
Bond Amount: \$	Receipt No:	Date:	
Insurance Policy Company:			
Policy No:	Amount Covered: \$	Copy Received: Yes / No	

FACILITY REQUIRED*Please tick appropriate box*1. **Gymnasium**

Please circle what is also required - canteen, toilets, foyer, music room, art room.

2. **Outdoor Basketball Court.** 3. **PD Centre** 4. **Oval** 5. **Arts Room** *Specify:***NOTICE TO PROSPECTIVE HIRERS**

1. Please read the Facilities Hire Policy before completing this Application
2. All Accompanying Documents must be submitted with this application for it to be processed.
3. All Hire Fees and Bonds must be paid in advance.
4. Permanent Hirers will be invoiced monthly and accounts must be completely paid within seven (7) days.
5. All Hirers will be required to pay a Security Bond
6. All Hirers will be required to pay for any damages or further costs they incurred as a result of their actions not covered by their Security Bond
7. All Hirers Must submit with this application a copy of current Public Liability Insurance with a minimum coverage of \$10,000,000 per event and supply Sunshine Heights Primary School with a Copy of the Current Policy upon its renewal.
8. All Hirers must supply Sunshine Heights Primary School with a list of adults who will be responsible for the Facilities being hired and nominate the responsible person upon being given access to the School at the start of the hire.
9. Keys for access will be provided by the Principal of Sunshine Heights Primary School
10. The application is to be returned to:

Sunshine Heights Primary School Council
Sunshine Heights Primary School
1-19 Mailey Street
Sunshine West
3020

I _____ (name) of _____ (address) undertake to pay the charge outlined, levied by the School Council, for, or in connection with, the use of school property, to leave the school property and all furniture and equipment used in a fit state of cleanliness and tidiness for the resumption of school work and in the event of damage occurring to any of the school property, furniture or equipment while it is being used, to pay to the School Council the cost of making good the damage. Bond plus additional cost. I agree to accept the decision of the School Council on the extent of any such damage. I have read the **Hire Facilities Terms & Conditions** attached hereto and I agree to abide by the conditions thereon.

Dated this day of 20.....
[day] [month] [year]

Signature of Applicant :

Signature of School Council President

on behalf of School Council:

Signature of Principal :

Facilities Hire Terms and Conditions

ALL USERS MUST MEET THE FOLLOWING TERMS AND CONDITIONS OF USE

PERMANENT USER

- A group using the facility at least 8 times per year.
- A bond plus one month's hire must be paid in advance.
- A cancellation fee will apply if less than one week's notice of cancellation is given.
- Failure to pay may jeopardise future bookings.
- Payment is due on the first day of the month. If payment is not received within seven days of this date, booking may be cancelled until receipt of payment.

CASUAL USER

- A group using the facility less than 8 times per year.
- To confirm booking, a 25% deposit of the hire fee must be paid.
- A cancellation fee may apply if notice of cancellation is given less than one week prior to booking.

TIME

- The facility is available for use as stated in the Application to Hire Facilities.
- Users must finish their activity at the nominated time, otherwise an additional fee will be incurred.

BOND

A bond of as set out in the Hire Rates and Security Bonds Document must be paid by the hirer.

A bond is required and if necessary will be used to cover areas such as:

- Extra cleaning costs incurred.
- Replacement of missing or broken items.
- Overtime incurred by staff if the activity continues over the specified time on the application form. (Make sure sufficient time is allowed for packing up and cleaning).
- Removal of rubbish which has not been disposed of correctly.
- Call out for Security Guard.

NB An additional cleaning fee can be paid if the hirer/user requests not to clean the facility at the completion of their activity.

The bond is refundable after satisfactory inspection by the person nominated by the Finance Committee

ACCOUNTS

Payment Procedures:

Payment of fees and accounts will be managed by Sunshine Heights Primary School Finance Committee.

Permanent Hirers will be invoiced monthly and must be paid within seven (7) days.

If you are unable to use the facility on your allocated day for any unforeseen circumstances, it will be assessed accordingly by the Finance Committee prior to making a decision regarding the issuing of an account.

HIRER'S RESPONSIBILITY

- It is the responsibility of the hirer to leave the Facility in the same condition they found it.
- Hirers use Facility at own risk – Sunshine Heights Primary School is not liable for any injury.
- Hirer or their nominee must be in attendance at all times when the facility is open.
- All hirers are required to tidy up after use. When tidying, ensure that:
 - Rubbish must be removed or placed in bins provided
 - Toilets to be left clean

NB An additional cleaning fee can be paid if the hirer/user requests not to clean the facility at the completion of their activity.

- It is the responsibility of the hirer to clean up any spillage and/or make good any damage to fittings.
- Furniture is to be returned to its original condition.
- When dancing in hard shoes, the gymnasium floor is to be covered with appropriate linoleum or similar material which is dense enough to ensure there is NO damage of any kind, including scuffing, scratching, discolouration or denting to the floor.
- There are not to be any fixtures or fittings either temporary or permanent, apart from those approved by the school, to be used or installed in the gymnasium.
- It is the responsibility of the hirer to maintain reasonable behaviour in and around the immediate Facility at all times.
- Children must be under supervision at all times.
- The property of the hirer remains their responsibility and any damage incurred is not the responsibility of the Facility.
- All groups must have their own appropriate insurance and incorporation cover. (Public Liability insurance policy with a minimum amount of \$10,000,000).
- Users are to report any maintenance and/or faulty equipment to hirer nominee who will report information the Principal.

ACCESS TO FACILITY

- All doors/gates are to be locked after use.
- Lights and heating must be turned off after use.
- Appliances must be turned off after use.
- Security system to be turned on after use.
- The Principal is entitled to access all parts of the facility at all times during any activity or period during which the facility is hired.
- Access to the facility is limited to the time of hire unless special arrangements are made.
- Parking only permitted in allocated bays on nearby streets.
- All users will be issued with keys to access the required facilities. The hirer nominee is required to meet with the Principal to access the keys/security tabs and to be shown how to use the keys and security system prior to hiring the facility.
- Keys/security tabs are the responsibility of the key holder registered at the time of booking.
- Keys and security tabs are to be returned to the school within 3 days of the completion of the hire agreement.
- If keys are lost, it is the responsibility of the user to report the key missing and to pay cost of replacement.
- Any group/hirer failing to lock the building and set the alarm will be charged a security call out fee.

SHARED EQUIPMENT

- **USERS ARE REQUIRED TO CLEAN, TIDY, PUT AWAY AND REPORT ANY DAMAGES TO THE PRINCIPAL.**

MISCONDUCT

- The Finance Committee reserves the right to cancel a booking due to misconduct or for not complying with the facility's policy.
- Written notification will be given to groups for misconduct. Serious breach of conditions will lead to immediate cancellation of booking.

DISPUTES

- It is the Finance Committee's responsibility to arbitrate between groups when the groups are unable to settle dispute. Any dispute will be referred to School Council whose decision is final.

DAMAGES / PROBLEMS

- Any damage to the buildings, fittings, equipment or furniture must be reported immediately. Damage incurred as a result of misuse will result in the person or group paying for the damage.

ALCOHOL

- **NO ALCOHOL** is permitted on school premises.

SMOKING

- **Smoking is not permitted anywhere on the school premises.**

GENERAL

- Generally no decorations, fixtures, notices, etc. are to be attached on the walls or paintwork in all areas.
- Hire approval subject to school council endorsement.
- School Council reserves the right to vary the above conditions at any time.
- The Finance Committee reserves the right to determine additional Terms & Conditions as they deem appropriate.

Facilities Hire Cost and Bonds**(Costs to be reviewed in October each year)**

Facility	Security Bond	Key/Security Tab Deposit	Permanent Hourly Hire Rate	Casual Hourly Hire Rate
Gymnasium	\$300.00	\$25 per key/security tab	\$20	\$20
PD Centre	\$300.00	\$25 per key/security tab	\$40 \$200 a day (6 hours)	\$40
Art Room	\$300.00	\$25 per key/security tab	\$20	\$20
Music Room	\$300.00	\$25 per key/security tab	\$20	\$20
Oval	\$300.00	\$25 per key/security tab	\$20	\$20
Outdoor Courts	\$300.00	\$25 per key/security tab	\$20	\$20