

Hire of School Facilities



Help for non-English speakers is available; please get in contact with Berwick Chase Primary School at 9707 7799

Rationale

Berwick Chase has facilities from which the school community and broader community could benefit through them being hired outside of regular school hours for appropriate purposes. The school has a well-resourced gym; Fair and reasonable hiring arrangements can prove mutually beneficial.

Aims

- Enhance community involvement in the school.
- Ensure that hiring arrangements are clearly defined.
- Support school security and reduce vandalism.

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. It has the responsibility to establish the terms and conditions of use.

School Council has decided to hire the gymnasium under the following conditions: -

1. Each application for the use of school facilities must be made to the Principal or Business Manager, upon the prescribed form, stating the purpose and hours during which the room/s is/are required, and must contain the applicant's signature and undertaking to comply with these conditions. The organisation's nominee must be recorded on the Hire Agreement if the booking is for an organisation. Nominee signatures are those of the President/owner of the club and/or organisation.
2. Application may be made for a casual or permanent booking. A simple booking is a one-off event of limited duration, and a permanent booking is of a weekly, monthly or regular nature.
3. School Council reserves the right not to hire facilities to groups it does not wish to be associated with the school.
4. The Principal or Business Manager shall be notified of a cancellation of a casual booking at least (7) days before the date of the booking. Failure to do so will render the hirer liable to a forfeiture of \$50 from their bond payment.
5. The Principal or Business Manager shall be notified of a cancellation of or a variation to a permanent booking at least (2) days before the booking date. Failure to do so will render the hirer liable to pay the full hiring charge due by the booking.
6. All payments must be made on the invoice by the due date. Late payment incurs a fee of \$100, and a group that incurs three late payments will have its agreement terminated.

7. Payments should be made payable to Berwick Chase Primary School. A receipt shall be issued for all payments made in relation to the hiring. (Upon request)
8. The Hirer shall pay a bond of the amount set out in the "Application to Hire" as security for the due observance and performance by the Hirer of the terms and conditions of the hiring. In case of any default on the Hirer's part in such observance or performance, the Hirer shall forfeit the said amount of the bond as necessary to defray the cost of making suitable the damage or loss occasioned by any default on the part of the Hirer. Upon the conclusion of the hiring, such amount of the bond which has not been forfeited shall be refunded to the Hirer by cheque.
9. All payments of bonds shall be paid in advance. Advance payments of fees can be made at any time.
10. In exceptional circumstances, the School Council may vary the rates charged to the hirer.
11. The Hirer will be responsible for disengaging the alarm at the start and engaging the alarm after the engagement (or each hire period in the case of multiple hire sessions). Failure to successfully manage the notice will result in paying an alarm response fee (per failure). This fee is payable to the Department of Education and is the hirer's responsibility.
12. No variation to or variation of this agreement shall be of any force unless in writing and executed by or on behalf of both parties.
13. The Hirer/Nominee shall be responsible for the hiring conduct and to whom any infringement of the hiring conditions shall be reported.
14. The facilities hired shall be used only for the purpose applied for. No parts of the building may be broken or pierced with nails, screws etc. All fittings, advertisements, decorations, or emblems shall be erected inside or outside the room/hall with prior agreement. No markings shall be made on furniture buildings or fittings.
15. The Hirer shall not do, nor neglect to do, nor permit to be left undone, anything which affects the Directorate of School Education's insurance policies relative to fire, burglary, or public risk in connection with the facilities being hired.
16. That the individuals or organisations hiring the facilities have public liability insurance to the sum of \$10,000,000 + and can provide documentation to that effect. Public liability insurance is the responsibility of the Hirer and must be in effect at the time of use of the facilities being hired. Insurance updates need to be submitted regularly.
17. After use, the hired facilities shall be left clean, tidy and in good condition. Toilets must be flushed; windows must be closed and locked. Lights, fans and heaters must be switched off and doors locked. Rubbish must be removed from the school buildings and premises. Furniture must be placed in its original position. The requirements of this clause may vary as arranged with the Principal or Business Manager.
18. Smoking is not permitted within the school buildings and grounds.
19. No vehicles are permitted to enter any part of the school premises or grounds other than the defined car park areas. Parking on grassed areas is not allowed. Gates must be locked for any hire after 6.30 pm on weekends and as required.
20. The Hirer shall be responsible for preventing disorderly behaviour and the admission of unauthorised persons within the school building and grounds.
21. The Hirer will provide and use a mobile phone at the Hirer's expense and obtain Police, Fire Brigade and Ambulance assistance on 000 in the case of an emergency or disturbance.

22. Keys:
- The Hirer/Nominee shall be responsible for safely keeping school keys about the hire. They collect and return keys to the school's representative as arranged.
 - The keys must be returned within two days of the last day of use. One set of keys per organisation.
 - By signing the Key Use Agreement, if their keys are lost or stolen, the Hirers agree to pay the total cost to replace locks for the nominated building, including the issue of new keys to the school to match the new locks.
23. The Hirer shall ensure that at all times, an adult (i.e. a person of at least 21 years of age) is present and responsible for the sure observance and performance of the terms and conditions of the hiring.
24. Footwear of users is to be appropriate for basketball and non-marking. Stiletto heels are not to be worn.
25. Public and School Holidays are not included in the agreement. Requests can be made in writing to the Principal, Business Manager or Berwick Chase Primary School Council to use the hall during these times.
26. Invoices are issued to hirers. Payment is due seven days from the invoice.
27. School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
28. The Principal or Business Manager will be the day-to-day contact for groups hiring school facilities.
29. Any group provided with permission to use the grounds or hard courts and not charged a fee:
- Will not have access to the toilets or staff car park.
 - Cancellation/postponement of hire will be at the school's discretion if the facility is not fit for the use for which it was initially hired or based on DET Guidelines.

COMMUNICATION

- School Web Site
- Newsletters

POLICY REVIEW AND APPROVAL

Policy last reviewed	Feb 2023
Consultation	Business Manager Principal
Approved by	Principal
Next scheduled review date	Feb 2026