

Mount Blowhard Primary School HIRE OF FACILITIES POLICY

Rationale:

Our school is lucky to have wonderful facilities including a full sized gymnasium and meeting room. At times community groups such as local sporting clubs may wish to use these facilities. The school has a clear process for hiring out facilities to ensure that while the school supports community groups, we also comply with all legal and departmental requirements.

Aims:

To set out clear processes for hiring of school facilities, specifically the gymnasium and meeting room, including toilets.

Implementation:

- School facilities can only be hired by community or groups with full public liability insurance.
- A copy of this insurance certificate must be supplied to the school prior to use of school facilities.
- The departments Hire of Facilities Agreement will be used for all hire arrangements.
- As a guide, a charge of \$25 per hour and \$100 per day will apply to users, however this may be adapted by School Council on a case-by-case basis.
- A bond of \$200 will be required, again, this may be waived by School Council on a case-by-case basis.
- Applications for hire of facilities must be approved by School Council.
- Applications can be made in person or via email to the school office or to the Principal.

Evaluation:

This policy will be reviewed as part of the school's two-year review cycle.

This policy was last ratified by School Council in

November 2018

Signed:

Signed:

Susan Knight
Principal

Teresa Streckfuss
School Council President