Policy No 34 - Hire of June Elliott Centre
Written by: Danny Mulqueen
Date approved by School Council: 13th August 2007
Reviewed by Buildings & Grounds Subcommittee: 9th May, 2011
Represented to School Council and approved: ...../....../......

PURPOSE:

To allow the community maximum access to school facilities whilst ensuring the protection of the facilities themselves.

GUIDELINES:

School Council has the authority to allow the use of school facilities by outside bodies when the facilities are not required for school purposes and also have the authority to establish the terms and conditions for use.

School Council hires the hall to external groups under the following conditions;

- That the Individuals or organisation hiring the facility has taken out public liability insurance and can provide documentation to that effect. Not for profit community groups do not require public liability insurance.
- The hiring agreement is to be signed by both parties before use.
- The written agreement will cover the following items:
  1. The period of the agreement with specific times of use and areas to be used.
  2. Contact names and telephone numbers of the hirer;
  3. Access and security arrangements including picking up keys and locking up after the event.
  4. Arrangements to repair any damage to either facility or to the school property caused by the hirer or his / her guests.
  5. Cleaning arrangements.
  6. Use of car park.
  7. Notification to the hirer if school requires the facility during the period of multiple hires e.g. weekly hire
  8. School Council’s right to revoke the agreement at any time.
  9. School Council will not charge a fee to school or Chelsea Heights Kindergarten groups.
  10. Hire costs, bond and key hire charges to be specified in agreement
  11. School Council reserves the right to refuse hire to any group;

The principal will act of the behalf of school council.

EVALUATION:

* This policy will be reviewed as part of the school’s review cycle.

Related Policies:
Policy # 54 Occupational Health and Safety
Policy # 61 Risk Management
Policy # 63 Student Injury
Policy # 64 Staff Injury