



Community Use of School Facilities Policy

Background

School Councils are authorised to hire and licence school facilities (not required for ordinary school purposes) for the purposes of educational, recreational, sporting or cultural activities for students, the local community or young persons.

There are many benefits that successful partnerships when community groups use school facilities. These include:

- Meeting an identified need in the local community.
- Building strong cooperative relationships that deliver benefits to both the school and community.
- Integrating of the partnership with the long-term planning of both the school and the community partner(s).
- Making the most of school and community resources.

The school will not permit our facilities to be used for activities that:

- Interfere with student learning or are against the ethos of the school.
- Infringe on the delivery of school programs.
- Might bring the school into disrepute.
- Are likely to cause damage or risk to students, school buildings or property.
- Create excessive noise or pose a nuisance to nearby residents.
- Are illegal.

Activities that involve the consumption of alcohol will require special permits or licences. Please see <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/alcohol.aspx>

Purpose

To ensure that:

- The school understands its obligations for hiring out school facilities as set out in the following DET publications *Guide to Understanding and Developing Community Joint Use Agreements*, *Community Joint Use Proposal* and *Community Joint Use Agreement* (available on EduWeb)
- Hiring of facilities is formalized in a legal agreement that complies with Department of Education and Training (DET) policies and the DET Legal Division.
- Huntingdale Primary School uses DET's agreement templates for hire, licensing and joint use agreements with third parties.
- Persons or groups that hire out facilities at the Huntingdale Primary School know their obligations and responsibilities.



Implementation

- The Principal has the overall responsibility of implementing this policy, but may delegate certain roles to suitably qualified staff.
- The Principal may approve hire of school facilities for recreational, sporting or cultural activities that are not required for ordinary school purposes. The school can join with local government, community and business organisations in combining their resources to share facilities.
- Any other use of school facilities for other purposes requires the Minister's approval.
- The school is authorised to enter into three standard agreements.
 - **Hire Agreements**- Apply when the community uses a facility on a one-off basis. (e.g. presentation night)
 - **Licence Agreements**- apply when the community uses a school facility on a regular basis. (e.g. Saturday Language School)
 - **Joint-Use Agreements**- are generally (but not exclusively) those funded by DET and other organisations such as local government authorities, sporting clubs and community groups. Their development commonly arises when a school is to construct a facility to which it is entitled but where an injection of additional funds, provided by a non-school partner, may enhance its scale and standard.
- School Council is not authorised to independently enter into lease agreements to augment their own school sites or facilities.
- The Australian Electoral Commission and the Victorian Electoral Commission are empowered to use schools as polling places during an election. If there is a conflict of demand with respect to the use of school premises on Election Day, the facilities must be made available for use as a polling place. DET's Polling Place Licence should be used for arrangements with the Australian Electoral Commission, but for State elections, there is no Polling Place Licence for schools to complete.
- When setting up a partnership to share the use of school facilities the school should take into account:
 - The management of the facility, addressing any impacts on school security and safety.
 - Cleaning and maintenance of the facility and ensuring the facility is left in a tidy and orderly manner.
 - Insurance arrangements (such as public liability insurance).
 - Occupational Health and Safety requirements are met.
- When pricing the hire of school facilities the school should take into account the cost of:
 - Maintaining the facility
 - Cleaning costs
 - Utility costs- water, electricity gas
 - A competitive, fair and reasonable price for the hirer, depending on how many rooms/spaces are hired
- If a hirer wishes to increase or decrease the number of rooms being hired the fee will be adjusted accordingly.
- The school must use the department's agreement templates for hire, licensing, and community joint use agreements with third parties (Available on EduWeb). The Business Manager will be responsible for setting up contracts and liaising with DET's Legal Department to ensure true and proper contracts are entered into.



- Once the agreement has been signed, the hirer must undertake an induction with the School's Office Manager which will include the following:
 - The hirer sharing contact details of the person in charge of the facility during hire, insurance details and any other applicable paperwork.
 - Reminding of payment procedures for hire of facilities.
 - Giving the keys to the facility and showing which doors it unlocks.
 - Showing how to disable/enable the school alarm.
 - Run through of expectations of using the facility e.g. use of toilets, turning off lights and heaters and ensuring furniture is put back in the same arrangement as it was left.
 - Providing a school contact number in case of emergency.
- The hirer should communicate with the school if they face any issues when hiring school facilities so these matters can be dealt with in a prompt manner.

Evaluation

This policy will be reviewed as part of the school's 3 year cycle or as needed to comply with DET policy changes.

Certification

This policy was endorsed by School Council at the meeting held on 16 August 2016.

Signed.....

Principal

Signed.....

School Council President

