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| **ELTHAM NORTH PRIMARY SCHOOL No 4212**POLICY MANUAL |
| **POLICY NO. 4.2** | **TOPIC: COMMUNITY HIRE OF SCHOOL FACILITIES** | **Page 1 of 1** |
| **PREAMBLE:**The school recognises the need for shared community interaction and the importance of its facilities to this community. This policy is to ensure that the facilities of the school are available for community use, and are formally structured through a hire of facilities general licence agreement.PURPOSE:To foster positive / community relationships through the provision of school facilities.To ensure that school facilities are used by the community with care and responsibility.To establish a sense of community ownership of school facilities through allowing use and encouraging responsibility.To make available for hire the facilities as requested.ie Hall and other learning spaces.**GUIDELINES FOR IMPLEMENTATION:*** 1. School usage of the facilities is a priority
	2. All applications for use of the school facilities be made to the responsible officer in writing on the prescribed application forms
	3. All persons making use of the facility need to conform with the terms and conditions of use as set out in the Hire Agreement
	4. Current Police check for the hirer to be supplied in documentation
	5. Application forms and terms of conditions of use are used for all facility hire events
	6. The safety of any children involved is to be a matter of prime importance
	7. Individuals and organisations requesting use of the school on an ongoing basis will be required to sign the School Council endorsed Use Agreement document
	8. The use of school facilities must not impact adversely on classrooms or programs. User groups to have annual review of their agreement
	9. The hirer will complete ‘the schedule’ detailing licensor, licensee, licence fee, bond, licence period, purpose and state relevant insurance appropriate to the regulations governing hire of a school facility

**PARENTS ROLE:**To support service provision and provide flexibility of shared use of all facility areas within the school**DOCUMENTS IN SUPPORT OF THIS POLICY:**DET Reference Guide - Jardine Australian Insurance Brokers School Hire SchemeENPS Hire of Facilities Licence AgreementMMI Insurance Liability Policy |
| **Program Leader:**Stephen Hayes | **Issued** Nov 2022 | **Updated / Ratified by SC**June 2022 |