

Facility Hire Policy

Introduction

The information in this policy summarises Child Side Playgroup and School's (Child Side's) protocols for the hire of school facilities to organisations outside of the school.

Scope and Application

This policy applies to all employees, parent groups, community groups, local organisations, visitors and clients of Child Side School that may wish to hire the school facilities.

This policy will be reviewed and amended in accordance with Child Side School Policy on Policies and Policy Guidelines and Procedures Contents Schedule.

The use of the word child/children in this policy refers to students in the context of the school environment.

Related Policies

- Code of Conduct Policy
- Occupational Health & Safety Policy

Policy

Child Side School facilities may be hired on an hourly or daily basis. Arrangements are available for ad-hoc or on a regular basis (weekly, monthly or scheduled dates).

School functions take priority over all bookings. The School will provide as much notice as possible. Another area of the School may be offered in lieu of cancellation.

All requests to hire the School facilities must be submitted to the Administrator in writing. A standard application form, appended, is available for this purpose.

Any request to hire facilities is not considered to be accepted by the School until a copy of the request form, signed by the Administrator, is returned to the prospective hirer.

Hirers must terminate activities on conclusion of the approved hiring session and vacate the area in a reasonable time. Hiring rates will apply from setting up time.

Regular (permanent) bookings are for a school calendar year only and must be renewed at the commencement of each school year. Fees will be reviewed annually.

The proposed activities must be in keeping with the School's values and ethos.

Appendices

Appendix 1	Conditions of Hire
Appendix 2	Procedure to Hire Facilities
Appendix 3	Facilities Hire Application Form

Version Management

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Conditions of Hire

Access

Approval to hire part of the School facilities, does not give the hirer right of entry to any other part of the School area, the use of school services, other than in accordance with the terms of hire of the School building, or the right of entry on to school grounds, other than by reasonable approach to the facility hired.

The Administrator or Senior Educator shall at all times, notwithstanding any hiring, be entitled to free access to the facilities hired.

The Administrator or Senior Educator may take appropriate action against any person not complying with these general conditions, or in any way misconducting him/herself and has the right to veto programs and or terminate the hire agreement where operations are not within the philosophical guidelines and policies of Child Side School.

Endorsements

No approval or endorsement by School is implied in accepting a fee for hire of school facilities, and unless agreed in writing, no approval or endorsement by the School shall be advertised or implied.

Cancellation

Any engagement or agreement for the hire of the School facilities may, at any time prior to the date for which it is hired, be cancelled by the Administrator and all monies paid by the hirer returned.

Neither the Administrator, Senior Educator nor School shall be held liable by the hirer for damage or otherwise arising from such a cancellation.

To obtain a full refund of any deposit paid, cancellation must be received in writing at least 48 hours prior to reserved hire. No refund is payable if cancellations are made less than 48 hours prior to the reserved hire.

Postponements are acceptable only if an alternative venue is available that can be negotiated at the time. This condition may be waived in exceptional circumstances at the sole discretion of the Administrator or Senior Educator.

Sub-letting

Sub-letting of the whole or part of the School facilities by a hirer is prohibited.

Fees

These rates do not include GST.

School Community Use - donation by negotiation with the Administrator.

Community Use

\$10.00 per hour*

\$50.00 day*

* by negotiation with the Administrator

A Heating Charge may be payable during winter months, dependant on the activity. This will be negotiated with the Administrator.

Activities undertaken by the School Board and approved groups, the Parents and Friends Association or similar bodies are exempt from fees.

If an exempted body wishes to use school facilities for a fund raising activity, an economic rental may be determined by the Administrator.

Security

A nominated person shall be delegated to collect the appropriate keys from the School to ensure that all lights, heating, fans, etc are switched off after the hire period and that all doors, windows and alarm system are secured before leaving the area.

The School reserves the right to pass on any costs incurred (such as security call-out fees) as a result of non compliance with these conditions.

Insurance

The School insurance policies cover only those functions and activities which are directly associated with the School and it is a requirement that hirers of school facilities ensure that public liability cover and any other insurances required are arranged independently of the school and certificate of currency handed to the school.

The School undertakes no responsibility for the property of any hirer, or others, who may place it in any part of the school grounds or buildings.

Occupational Health and Safety

Evacuation Plans are displayed in all school buildings and emergency exits and pathways are clear and accessible. Hirers using school facilities must at the commencement of their event brief those present on the emergency plans and procedures and location of emergency exits. They must also ensure that facilities are left as they were found and exits and pathways are left clear and accessible.

Liability for Damage to Facilities

No person shall alter or remove any equipment, fitting or furniture without the permission of the Administrator. The floors, walls or any part of the School must not be written on, decorated, placarded or cut, broken, pierced by nails, screws or other fixings, and hirers are held liable for any damage caused by them or associates.

Hirers are held liable for any damage occurring because of improper use of the buildings, fittings, furniture or equipment.

Cleaning

The cleanliness of the School and its surrounds being a prime consideration, all users of the School facilities must undertake to leave them in a condition acceptable to the Administrator.

All chairs, trestle tables, etc. must be returned to their correct position after use. Therefore, if required, after each function the School cleaner may be asked to inspect the areas used and if necessary to do such work as deemed appropriate to reinstate them to the normally accepted standard. If there is any cost involved, it must be paid by the organising body/hirer of the function held. Where deemed appropriate by the School Administrator, a bond may be required to cover anticipated cleaning or restoration costs. This requirement, including the amount of the bond, is at the discretion of the Administrator.

Prohibited Activities

No intoxicating liquor shall be brought into or consumed in the grounds of the School or its buildings. Smoking and/or the use of illegal substances is not permitted on any part of the School grounds or in any part of the School buildings at any time.

If a hirer has any doubt concerning the acceptability of a proposed activity, it is in his or her interest to check with the Administrator prior to undertaking hire of the facility.

Procedure to Hire Facilities

1. Obtain an Application Form.
2. Visit the School - visit the School to ensure you are familiar with the available facilities. You will need the Administrator or an appointed representative to show you the available space and sign your application.
3. Obtain Public Risk Insurance Cover - this is required to protect you and the School against any claim, which may arise from the activities you are organising. Return the Application Form with a copy of the Insurance Policy.
4. Payment – billed per Term or at the Administrator's discretion.
5. Cleaning bond - at discretion of Administrator.
6. Exempt bodies – The School Governing Council, the School P&F Association and approved groups.
7. Special circumstances (negotiated rents) - Commercial Rate - Exercise Classes, Sporting groups, After School Care, Holiday programme, Community Use and Neighbourhood Watch, Non-profit Privately Catered functions.
8. How to Change your Booking - if you decide to change or cancel you must provide details of the change in writing to the Administrator. To obtain a refund a written request for the cancellation and refund must reach the School 48 hours prior to the booking. Long term bookings may have special cancellation arrangements.
9. Brief the hirer on the emergency evacuation procedures, the location of emergency exits at the venue and the hirer's obligation to comply with relevant legislation.
10. Inclusion of emergency contact numbers for emergency services and after hour contact details for school.

Facility Hire Application Form

This application is not valid beyond 31 December in any year.

Name of Organisation: _____

Purpose of Booking: _____

Facilities Required: Classroom/s _____ Oval: _____ Toilets: _____

HUB: _____ Other _____ Number of participants _____

Insurance Details: _____

(Please attach a copy of the documentation-Note that the hire agreement will NOT proceed without insurance documentation- certificate of currency)

Special Conditions: _____

Ad Hoc Booking Date(s) Required From: _____ to _____

OR

Regular Booking Day of Week: _____ Time: _____

OR

Day of Month: _____ Time: _____

Indicate if required School Holidays: Yes/No Public Holidays: Yes/No

This application must be lodged with the Administrator, at least seven (7) days before the anticipated booking.

If this application is approved, I/we undertake on behalf of my organisation that we have read and agree to comply with the conditions attached to this form.

Applicant's name: _____

Address: _____

Position and organisation: _____

Contact Number Work: _____

After hours: _____ **Mobile:** _____

Signature: _____ **Date:** _____

This application is supported/not supported on behalf of School by:

Administrator: _____ **Date:** _____

After Hours School Contact Details:

Karron McDonald: 0410646542

Leonie O'Connell: 0419511133

Emergency Contact Details:

Police 9722 2111 (Bunbury), 9731 1126 (Donnybrook)

Fire Station: 9721 4644 (Bunbury)

Volunteer Fire (Boyanup): – Brian Smith 9731 5618

SES Assistance: 132500 Bunbury 9791 600

Poisons Information Centre: 131126

Bunbury Regional Hospital: 9722 1000

Ranger: 0417953959