

Rationale

Schools have a large variety of facilities that community groups can benefit from. Fair and reasonable hiring arrangements can prove mutually beneficial.

Aims

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

Implementation

1. Terms and Conditions

- 1.1. The Principal, in consultation with Hazel Glen College Council, has the authority to allow the permanent and casual use of our College facilities by outside bodies when they are not required for College purposes. Hazel Glen College will establish the terms and conditions of use.
- 1.2. The College may hire facilities, such as the Gymnasium, to external groups under the following conditions:
 - a) That the individuals or organisation hiring the facilities have taken out satisfactory public liability insurance and can provide documentation to that effect.
 - b) A bond set by the College is paid in full.
 - c) That a hiring agreement pro forma is signed by the shared user and the hirer before use commences.
 - d) That the pro forma covers such items as:
 - The period of the agreement, specific times of use, and areas to be used.
 - Contact names and telephone numbers of both parties.
 - Relevant hiring fees.
 - Access, emergency procedures, security plans and security arrangements including arrangements with keys and locking up.
 - Damage to property and repair arrangements.
 - Cleaning arrangements.
 - Car parking.
 - Notification processes to the hirer if the College requires the facility during the normal hire period.
 - The Principal's right to revoke the agreement at any time.
 - The sole use of the facility is directly with the hirer.

2. Rights and Responsibilities

- 2.1. Hazel Glen College will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
- 2.2. Hazel Glen College reserves the right not to hire facilities.

2.3. Hazel Glen College may not charge a fee for the use of facilities by groups associated with the College (eg: Community Liaison Committee).

2.4. The Principal or nominee will be the day-to-day contact for groups hiring College facilities.

Related Policies / Documents

<http://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/sharedfacilities.aspx>

Hire Agreement

Hire Pro forma

Evaluation

This policy was created in term 3 of 2016

This policy will be reviewed as part of the College's annual review cycle