PURPOSE

The School facilities, (Grounds, Buildings and Equipment) have been developed to allow teachers and children to have access to a variety of quality facilities for educational purposes that also provide the wider community with the potential to access these for a variety of uses outside of school hours.

IMPLEMENTATION

1. Outside use of school facilities during school hours is the responsibility of the Principal.

2. Hiring of school facilities, during or outside of school hours is the responsibility of the School Council.

3. All outside users of the hall must complete the appropriate DEECD Contract/License/Form of Agreement available from the Office Manager.

4. The Principal and the Office Manager are delegated by School Council to approve the use of school facilities between school council meetings on an annual basis.

5. The Principal is responsible for ensuring that school facilities are maintained in good condition by all users at all times and that the use of school facilities does not interfere with school educational programs.

6. The Principal is responsible for ensuring that the agreed conditions of hire are enforced.

7. Potential users of the hall will be classified under one of two uses;
   a. Casual: i.e. short term or ‘one off’ hire
   b. Licensed: i.e. long term or ‘regular users’.

8. Finance Committee will review usage on a monthly and recommend to School Council the approval of hirers as appropriate.

9. Finance Committee will review the fee structure annually and recommend to School Council the approval of any changes to the fee structure as appropriate.

School Council ratified this policy in August 2014

Next review of this policy is in 2018