HIRE OF FACILITIES/EQUIPMENT POLICY

PURPOSE

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

IMPLEMENTATION

1. 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. 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.
4. All outside users of the school facilities must complete the appropriate DET License prior to the date of use.
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 school facilities will be classified under one of two uses;
   a. Casual: i.e. short term or ‘one off’ hire
   b. Permanent: i.e. long term or ‘regular users’.
8. Finance Committee will review usage on a monthly basis 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 2015
Next review of this policy is in 2019