



# HIRE OF FACILITIES

## POLICY

To manage requests from the community for use of school facilities, including the school grounds, Gymnasium, and the old hall.

## GUIDELINES

- All applications for casual use of school facilities shall be in writing on the Application for School Facilities Hire form supplied by Blackburn Primary School and will require approval by the School Council.
- All applications for regular use of school facilities will require a contract Licence to use School Facilities negotiated with Blackburn Primary School and will require approval by School Council.
- The School Council Executive can approve/not approve an application for hire if no school council meeting is scheduled prior to the date requested.
- School facilities may be hired to an individual, group or organization.
- School facilities will not be hired for the purpose of parties or family events.
- Where possible, Blackburn Primary School has priority of use over all other users.
- The School Council President and School Principal have the right to waive fees.
- A bond may be charged at the discretion of the Principal and School Council President.
- Hire charges will be reviewed by the School Council annually

## IMPLEMENTATION:

- Hire charges for single or casual use will be paid in full (including bond) 7 days prior to use. Failure to do so will result in cancellation of booking.
- Hire charges for regular user will be invoiced in week 7 each term and paid by the last Wednesday of each school term.
- School hirers will ensure the school facilities are restored to their previous state or condition.
- The bond (if applicable) paid by hirers will be returned to the hirer only on satisfactory inspection by the Principal or her nominee.
- All hirers must provide evidence of current Public Liability Insurance (minimum \$5,000,000.00).
- Charges for the hire of school facilities will be set and may be changed at the discretion of the principal.

## Expectations for outside users

- Chairs stacked neatly on the sides in groups of 7-8 chairs.
- Gym mat in the corner of the gym is not to be played on.
- Rubbish cleaned up - band aids, drink bottles, tape
- Chewing gum not to be in gym
- Evaporative cooler not to be used by outside users



- Lost property – jumpers, hats, drink bottles, basketballs will be handed into our BPS lost property or the front office.
- Pinning photos – No defacing of Student Leader Photos in Gym
- Please keep main entrance doors closed – birds wander in and then get stuck in our gym which is stressful for the birds and distracts our classes.
- Please report any damage or faulty equipment to Blackburn PS on [Blackburn.ps@education.vic.gov.au](mailto:Blackburn.ps@education.vic.gov.au) or ring 9878 1483
- Emergency contact if needed is Andrew Cock 0400 694 939

### **Evaluation:**

This policy will be reviewed as part of the school's four yearly review cycle, unless circumstances indicate otherwise.

**Ratified by School Council: 29<sup>th</sup> March 2021**

**Next review date: March 2024**