



HIRE AND LICENCE OF SCHOOL FACILITIES

POLICY

RATIONALE

The school grounds, buildings and facilities are a community resource and should be available for use by individuals and community groups at the discretion of the School Council.

SCOPE

- Community use must not interfere with school programs.
- The School Council will set conditions for use and where appropriate, set charges for such use.
- Use of school buildings and facilities must be within Ministry guidelines.

POLICY

Karingal Primary School] has the following facilities available for hire (for one-off or very short-term use) or licence (for regular, ongoing use) to the community:

- School Hall.
- BER Building

Karingal Primary School, school council will only consider applications for the hire or licence of the above facilities if the purpose is for educational, recreational, sporting or cultural activities for:

- students;
- the local community; or
- young persons,

and in circumstances where the facilities are not required for ordinary school purposes.

Conditions of hiring Karingal Primary School Hall:

- Public Liability Insurance is the responsibility of the Hirer (copy of the policy to be presented with application).
- Functions pertaining to Karingal Primary School shall have precedence over all other possible engagements. The school will give advance notice when it requires the hall.
- Complex not to be hired for dances etc or alcohol-related functions.
- Alcohol must not be sold on the premises.
- The hall will not be hired for parties.

The process at Karingal Primary School for applying to hire or licence school facilities is:

- The necessary Guarantee Form must be submitted and users are responsible for public risk insurance and any cost incurred by the school eg. damage and cleaning.
- Preference will be given to groups having a direct connection with the school or to those offering programs of an educational nature.
- Booking will be handled through the school office and users will be responsible for collecting and returning keys during school hours. Key will be available on the day of the activity and returned by 9:00 am the following morning. Weekend hirers will collect the key on Friday afternoons and return them on Monday at 9:00 am.
- In completion of the activity, users of buildings and facilities will leave classrooms, furniture etc as they were found.
- The scale of charges to be determined by School Council and will be reviewed annually.

The agreement between you and the school council will require you:

- to have adequate public liability insurance (other insurance might be requested, depending on the use of the facilities);
- in most instances, to pay a hire or licence fee for the use of the facilities;
- in most instances, to pay a security deposit; and
- to be bound by the terms and conditions contained in the agreement.

Please contact the school's office on 9789 0514 or 9788 4800 to discuss your requirements or to obtain further information.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Approved by	School Council
Next scheduled review date	July 2026