Scoresby Primary School

Hall Hire Policy

Overview
Schools have a large variety that communities can benefit from. Fair and reasonable hiring arrangements can prove mutually beneficial.

Aims
To allow the community maximum access to school facilities whilst ensuring the protection of the facilities themselves.

Guidelines for Implementation
• School Council has the authority to allow the use of school facilities by outside bodies when the facilities are not required for school purposes and also have the responsibility to establish the terms and conditions of use.
• School Council has decided to hire facilities such as the hall, to external groups under the following conditions:
  o That the individuals or organisation hiring the facilities have taken out Public Liability insurance and can provide documentation to that effect.
  o That a written hiring agreement be signed by the Principal or delegated representative and the hirer before use.
  o That the written agreement cover 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.
    ♦ Access and security arrangements including arrangements with keys and locking up.
    ♦ Damage to property and arrangements to repair any damage.
    ♦ Cleaning arrangements.
    ♦ Car parking.
    ♦ Notification arrangements to the hirer if the school requires the facility during the normal hire period.
    ♦ School Council’s right to revoke the agreement at any time.
    ♦ A hiring fee.
• School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
• School Council reserves the right not to hire facilities to groups it does not wish associated with the school.
• The designated office staff member will be the day-to-day contact for groups hiring school facilities.

Approved: 2010
To be reviewed: 2013