



# Hire and Licence of School Facilities Policy



## Help for non-English speakers

If you need help to understand the information in this policy, or require it in an alternative format, please contact our school administration team.

## PURPOSE

School Councils are authorised to hire and licence school facilities where these are not required for ordinary school purposes and are to be used for recreational, sporting or cultural activities. Schools can join with local government, community and business organisations in combining their resources to share facilities.

## SCOPE

This policy applies to Streeton Primary School Council and any individual or organization who wishes to hire the school facilities for activities that are not directly related to school operations or programs.

## POLICY

Schools must use the Department's agreement templates for hire, licensing, and community joint use agreements with third parties.

Each application for the use of any portion of the hall must be made via the School Office. Permission for any short-term hire may be granted by the School Office or School Council. Permission for any long-term hire must be approved by the Principal and/or the School Council. A booking will only be confirmed once the School Council Hire Agreement or School Council Licence is completed and the hire fee and deposit is paid.

Long Term Hirers will be subsequently invoiced on a term by term basis, or more regularly, as agreed with the School Office.

The key and alarm fob may be collected from the School Office on the commencement of the hire and returned at a mutually agreed time.

Not-for-profit community groups engaged in low risk activities are covered through the Department's public liability insurance when hiring school facilities. However, insurance coverage is not extended to third parties. Groups that are required to have \$10 million public liability insurance include those:

- required to have insurance by their association (e.g. Incorporated clubs)
- required to have insurance for regulatory purposes
- commercial entities

A copy of the Public Liability Insurance Certificate of Currency for those groups required to have insurance as above, will be kept on file.

School Council Licences for Long Term Hirers will be reviewed annually by School Council.

In the event of the hall being required for School use, or a Municipal, State or Federal election, the School Office may cancel any booking made for the hall. In the event that the School Office is required to cancel a booking for these reasons, arrangements will be made for the refund of any money paid

Department's Polling Place Licence should be used for arrangements with the Australian Electoral Commission in place of the School Council Hire Agreement. For State elections, there is no Polling Place Licence for schools to complete

In the event of any disputes or differences arising as to the interpretation of these conditions or anything contained in them, School Council will review the matter and their decision is final.

School Council sets hire and deposit fees. The current charges are set out as follows:

Facility	Casual Rates	Permanent Rate
Public Liability Insurance	Public Liability Insurance to be taken out by Hirer independently	Public Liability Insurance to be taken out by Hirer independently
Hall, including male and female toilets and kitchen usage	\$60 per hour (GST inclusive)	\$60 per hour (GST inclusive)
Cancellation Fee	Nil	\$60 per hour (GST inclusive)
Bond	\$300 (GST inclusive)	\$300 (GST inclusive)

## COMMUNICATION

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

- Available publicly on school website
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

COMMUNITY USE OF SCHOOLS — HIRING, LICENSING AND COMMUNITY JOINT USE AGREEMENTS-  
[POLICY | EDUCATION.VIC.GOV.AU](https://www.education.vic.gov.au/policy)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Consultation	Consultation with School Council is recommended
Approved by	Principal
Next scheduled review date	Review cycle for this policy is annually – March 2024