

# COMMUNITY USE OF FACILITIES POLICY

## PURPOSE

This policy explains how Greenvale Secondary College will enter hire and licence agreements to facilitate community use of school facilities.

## SCOPE

Applies to all Greenvale Secondary College staff.

## POLICY

Schools are strongly encouraged by the Department of Education and Training Victoria to share their facilities with their local communities. Hire and licence agreements can facilitate shared-use arrangements that benefit both schools and their local communities.

School councils can enter:

- hire agreements – for occasional or one-off community use of school facilities
- licence agreements – for regular community use of school facilities.

### Proposed use

School facilities subject to hire and licence agreements must only be for the purpose of educational, recreational, sporting, or cultural activities for students, the local community or young persons.

### Fees and Conditions

#### *Bookings:*

All facilities will be primarily used for College related activities during and after school hours.

The Principal of the College reserves the right to reject any application that is inconsistent with the ethos of the College or may pose a significant risk to the facilities and equipment of the College. Both the Principal and Business Manager have the discretion to discount fee hire where applicable.

The College may cancel any booking when the facility is required for College functions or in the event of an unforeseeable circumstance. All fees will be refunded if this is the case.

An application form for the use of College facilities must be filled out and is available from Reception. Bookings will be accepted up to 12 months in advance.

The hirer may cancel a booking up to 28 days prior to the hire date without being charged a cancellation fee.

All hirers are required to sign an Application Form prior to booking.

A key bond is payable in the case where keys are provided to the user for after hours access.

Applications for regular hire are renewed on an annual basis in December for following year. These bookings will only be accepted on the understanding that bookings of this nature may be required to be cancelled/rescheduled in favour of College events. Failure to pay accounts on time will result in hire being terminated.

#### *Fees and charges:*

Fees can be paid by via direct deposit or over the telephone or at Reception by credit card.

The hire fee is payable not less than 14 days prior to the booking date. If the full amount is not received within this time, the booking will automatically be cancelled.

Keys will be handed out at the discretion of the College. In the case that the user activates the alarm, and security attends the College, the user will be responsible for paying the relevant charges for the call out.

*Goods and Services Tax:* All fees and charges imposed by the College will be subject to GST.

*Other requirements:*

The College is a 'non-smoking' facility. Smoking is not permitted in any part of the College. The hirer must advise facility users about the No Smoking Policy.

All arrangements for catering need to be made in liaison with the Business Manager at the College. The use of external caterers is permissible provided approval has been sought by the Business Manager. No electrical, gas or other catering appliances may be brought on to the College property without permission.

The selling and/or consumption of alcohol is not permitted without approval of the Principal. If such approval is granted, the hirer must obtain the relevant liquor license and forward a copy of it to the Business Manager at least two weeks prior to the date of the event.

*Equipment and set up availability:* The hire fee for the Gym includes the use of chairs and tables and kitchen facilities. If further equipment is required, outside of the College allocation, this must be hired at the hirer's expense. All hired equipment delivery and removal is the sole responsibility of the Hirer. No candles are to be used in any of the College facilities. Set up fees, if required, will be charged on application.

*Cleaning:*

Unless otherwise agreed, the user is responsible for the full cleaning of the spaces they use. The College cleaners can be used at an additional cost. The facility should be left in a tidy condition and all rubbish and waste matter should be placed in plastic bags within the garbage bins provided. If additional cleaning is required, due to unsatisfactory cleanliness in the rooms, this will be charged to the hirer. In most cases basic cleaning is included in the cost of hire. Should excessive cleaning be required an additional charge will be levied by the College.

*Behaviour and damage to property:*

Any disorderly behaviour or damage to property is not permitted. The College reserves the right to remove such offenders and costs incurred in this will be borne by the hirer. The hirer shall reimburse the College upon demand, all expenses incurred by the College for, or in connection with, any damage to the room and any loss or damage to property or equipment belonging to the College or any employee of the College.

*Compliance with Law:*

No activity conducted using College facilities may contravene any laws and the hirer will accept full responsibility for their attendees' actions. In the case of a dramatic or other performance, or concert, the hirer shall not produce any dramatic or musical work in infringement of the copyright or performing right of any owner of such a right or rights, and the hirer agrees to indemnify the College against any claim for breach of copyright or any action therewith.

The hirer of sporting facilities will comply with their association's own compliance standards including the completion of a mandated Grounds Inspection Checklist Report.

*Injury:*

Use of College facilities is permitted entirely at the Hirer’s risk, and the College accepts no responsibility for personal injury to any user or for consequential loss whatsoever and howsoever caused.

*Privacy:*

The College collects information for the purpose of registering the booking. The information collected will only be used to communicate with the applicant for hire or for regulatory, safety or other lawful purposes. Failure to provide this personal information may result in the application not being processed.

Managing agreements

Copies of all hire and licence agreements and evidence of insurance will be saved on Asset Information Management System (AIMS).

Agreements will be reviewed annually to ensure they continue to follow all departmental policies and processes. This includes ensuring that parties hiring or licencing the facility are using the facility for an approved purpose.

Promotion

Requests for hire or licencing of College facilities by community groups will be made to the College

Agreement templates

*Appendix A:* School Council Hire Agreement template

*Appendix B:* School Council licence template

*Appendix C:* Application Form

**COMMUNICATION**

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

- College Website
- Staff Handbooks
- Hard copy available from school administration upon request

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	New Policy
Consultation	School Council and Principal
Approved by	Principal
Next scheduled review date	11/06/2025

<b>Updates</b>	

## APPENDIX C: APPLICATION FORM

Name of Organisation:		
ABN:		
Contact Person:		
Address:		
Phone:	(mob)	(work)
Date(s) Required:	From:	To:
Time Required:	From:	To:
Statement of purpose ( <i>what is the intended purpose and benefit to the community</i> ).  Note: School facilities subject to hire and licence agreements must only be for the purpose of educational, recreational, sporting, or cultural activities for students, the local community or young persons.		

Facilities Required (please tick)		Cost
<input type="checkbox"/>	Gym	\$
<input type="checkbox"/>	Basketball courts	\$
<input type="checkbox"/>	Classroom	\$
<input type="checkbox"/>	Canteen cooking facilities	\$
<input type="checkbox"/>	Oval	\$
<input type="checkbox"/>	AV Equipment	\$
<input type="checkbox"/>	Key Deposit	\$
<input type="checkbox"/>	Cleaning Fee	\$
<input type="checkbox"/>	Opening and Closing Fee	\$

**Declaration**

I have read the Fees and Conditions and confirm that I, or the Organisation on whose behalf I am applying, accept the conditions and fees as outlined.

*All applicants will be provided with a copy of the College Community Use of Facilities policy.*

Name:			
Organisation:			
Signed		Date:	

**Insurance:**

All users must provide a minimum of \$10,000,000 Public Liability Insurance Cover. A Certificate of Currency must be forwarded with the application. It is the responsibility of the hirer to arrange Public Liability Insurance Cover for the duration of the function.

**Hire/licencing agreement:**

All users must complete a hire agreement or licencing agreement before the booking is confirmed.

**Hire Fee Schedule**

Classroom	\$50/hr per classroom + GST
Ovals	\$80/hr per Oval + GST
Courts	\$40/hr per court + GST
Gym	\$100/hr + GST
AV equipment	\$40/hr +GST
Opening and Closing Fee (when after hour access is required)	Negotiated individually
Cleaning Fees	\$70+ GST  An additional excessive cleaning or damage fee may be invoiced if facilities are not returned in same condition.
Key Deposit (when after hour access is required)	\$50 + GST

Enquiries: Please direct any enquiries to the Business Manager.

Phone: (03) 8393 0000

Email: [greenvale.sc@education.vic.gov.au](mailto:greenvale.sc@education.vic.gov.au)