

# HIRE AND LEASE of FACILITIES

## POLICY BRUNSWICK EAST PRIMARY SCHOOL

### Rationale

- Schools have a large variety of facilities that community groups can benefit from. Fair and reasonable hiring and leasing arrangements can prove mutually beneficial.

### Aims

- To allow the community access to school facilities to support the building of local community, whilst ensuring the protection of the facilities themselves, especially the integrity of Learning Spaces.
- To enhance BEPS programs and align with BEPS values.

### Scope of Policy

- This policy covers the hire and lease of school facilities. It does not cover construction and joint use of the facilities, which must be addressed directly to the Principal and then taken to School Council.
- The definition of the terms 'Hire' and 'Lease' are as follows:

Hire – Is used when the community uses a facility on a one-off basis, such as a youth group hiring a school hall for its Annual Presentation Night.

Lease – Is used when the community uses a school facility on a regular basis such as a:

- Local drama group hiring out the school hall every Wednesday evening; or
- Local football club hiring the school oval for the season.

### 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.
- The Australian Electoral Commission and the State Electoral Office are empowered to use schools as polling booths during an election. The relevant returning officer will give seven days notice of an intent to use individual schools as polling places on election day. If there is a conflict of demand with respect to the use of school premises on election day, the facilities must be made available for use as a polling place.
- School Council has decided to hire or lease facilities such as the hall, grounds and in some cases and by special arrangement Learning spaces. This will be decided on a case by case basis with consideration to the proposed timing of the arrangement (ie. after school or weekends) and the impact on the Learning Spaces.
- Groups and/or individuals wishing to hire or lease facilities should complete the 'Application for the use of Facilities' as can be found in this policy and submit this to the Principal.
- All applications for the hire or lease of school facilities will be discussed by School Council, with School Council and the Principal approving applications as they relate to the aims of this policy. School Council will conduct a risk assessment such as that found in the 'Guidelines for assessing

requests for community use of school facilities'

<http://www.education.vic.gov.au/Documents/school/principals/community/guidelhardfacil.pdf>

- If approved, the Department of Education and Early Childhood Development 'School Council Hire Agreement' or 'School Council Lease Agreement' will be entered into. The school will manage the contractual agreement as per DEECD hire and lease agreements and a hard copy of the agreement will be signed and kept by both parties. No contracts will be completed via email and it is expected that interested parties will visit the school site to sign contracts.
- School Council will offer a tiered costing according to commercial and not for profit organisations.  
Costs Hall - \$25.00 per hour  
Grounds - \$16.50 per hour  
Learning Spaces - \$16.50 per hour  
Approved non profit organisations will be provided with a discount. Hiring/leasing will ensure this is only for costs incurred.
- School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
- School Council reserves the right to forfeit the hire or lease of facilities to groups it does not wish associated with the school as listed in the aims of this policy.
- The business manager will be the contact for groups hiring or leasing school facilities and key distribution.
- All hire and lease agreements will be reviewed annually.

### **Evaluation**

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was ratified by School Council on

24.6.14

This Policy should be read in conjunction with:

- Fundraising Policy

**BRUNSWICK EAST PRIMARY SCHOOL**

**APPLICATION FOR USE OF FACILITIES**

To the School Council  
Brunswick East Primary School:

In submitting this application for the hire of the school facilities listed below I certify that I have obtained and read a copy of the "Hire of Facilities Policy" and I agree to comply with all the conditions stipulated therein.

Signed.....

I/We wish to hire school facilities on the following date at the following time

.....

I/We wish to lease the school facilities for a period of .....

The lease agreement will commence .....and will be reviewed at the end of the school year.

The day/s of the lease are.....

The time arrangements for the lease are .....

Type of function/use \_\_\_\_\_

Estimated attendance \_\_\_\_\_

Area of school to be used :

Hall \$25.00 per hour

Grounds \$16.50 per hour

Learning Spaces \$16.50 per hour

(please note that learning spaces are offered by special arrangement)

Name of organisation & ABN Number \_\_\_\_\_

Applicant's position in organisation \_\_\_\_\_

Applicant's full name \_\_\_\_\_

Applicant's address and telephone number in full \_\_\_\_\_

\_\_\_\_\_

**We are a 'not for profit' organisation/group: Yes..... No.....**

**Complete the declaration:**

I will/will not be applying for a licence for the consumption of liquor between the hours

of .....and.....at the above function.

I agree to comply with the conditions as set down by the School Council.

Signed: ..... Date: .....

**SCHOOL COUNCIL USE**

Hire of facilities as detailed above approved / not approved

Signed.....Name.....Date.....

**Position.....**