

# Hall Hire

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## 1.0 Rationale

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.

## 2.0 Goals

To regulate the use and hire of the Cheltenham East Primary School (CEPS) Hall, ensuring the hire is consistently applied, not detrimental to the school and its community and in compliance with Department of Education and Training (DET) policies and guidelines.

## 3.0 Definitions

For the purpose of interpreting this policy the following words will have the following meanings:

**School Office:** *Means the Principal, Assistant Principal or Business Manager of Cheltenham East Primary School.*

**Short Term Hire:** *Means the hire of the hall by a member of the general public, club, group or business for less than once a week;*

**Long Term Hire:** *Means the hire of the hall by a person, club, group or business that has a regular booking with the school to hire the hall on at least a weekly basis;*

**School Use:** *Means the use of the hall by the School for educational, sporting and social events;*

**School Council Hire Agreement:** *Is the agreement type School Councils must use when the community uses a facility on a one-off basis, such as youth group hiring the school hall for its annual presentation night.*

**School Council Licence:** *Is the agreement type School Council must use when the community uses a school facility on a regular basis such as a local karate club hiring the school hall each Wednesday evening or the local drama group hiring the school hall over a number of weeks to rehearse for its upcoming drama performance.*

## 4.0 Implementation

- 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 School

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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 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 (eg. incorporated sporting clubs);
  - required to have insurance for regulatory purposes; or
  - 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.
- The 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:

<b>FACILITY</b>	<b>CASUAL RATES</b>	<b>PERMANENT RATES</b>
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	\$250 per day (GST inclusive)	\$25 per hour (GST inclusive)
Cancellation fee	\$NIL	\$25 per hour (GST inclusive)
Bond	\$300	\$300

Note: the above fees may only be varied in special circumstances via agreement by the School Council Executive Committee.

## 5.0 Resources

DET Hiring, Licensing and Shared Use of School Facilities Policy

<http://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/sharedfacilities.aspx>



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Victorian School Building Authority – Information on the ongoing management and maintenance of school facilities

<https://edugate.eduweb.vic.gov.au/Services/Schools/Infrastructure/Pages/Manage.aspx>

DET Public Liability Insurance Policy

<http://www.education.vic.gov.au/school/principals/spag/finance/Pages/publicliability.aspx>

Guide to Completion - School Council Hire Agreement

<https://edugate.eduweb.vic.gov.au/Services/legal/DocumentsForms/Guide%20to%20Completion%20-%20School%20Council%20Licence%20-%20Template.pdf>

Guide to Completion – School Council Licence – Long Term Hire

<https://edugate.eduweb.vic.gov.au/Services/legal/DocumentsForms/Guide%20to%20Completion%20-%20School%20Council%20Licence%20-%20Template.pdf>

## **6.0 Evaluation**

This policy will be reviewed bi-annually or as required to confirm/enhance internal controls.

## **7.0 End of Document**