



# Community Use of School Facilities Policy

Endorsed by School Council: 12<sup>th</sup> September 2017

## Rationale:

New Gisborne Primary School (NGPS) promotes its facilities as community hubs supporting recreational, cultural and community activities/programs. NGPS values' sharing its facilities understanding it provides NGPS with an opportunity to strengthen relationships with local community organisations.

## Aims:

- To provide a clear outline of the requirements for effectively managing Community use of school facilities including hire, licence agreements and joint community use

## Implementation:

- The School Council must endorse all agreements for Community use of school facilities.
- NGPS can reference the Department's agreement templates for hire, licensing, and community joint use agreements with third parties.
- NGPS may charge a low fee for the use of a facility where the charge is to cover recurrent costs incurred by the school in providing the community access. Fees may be in the form of a hire fee/donation to the school or an in kind contribution (e.g. assisting with a working bee/mowing the school oval).  
Costs to be considered include:
  - Maintenance
  - Cleaning
  - Utilities (e.g. electricity)
  - Security
- NGPS is covered through the Department's public liability insurance (with the Victorian Managed Insurance Authority) for use of school facilities by Not for Profit community groups, where those groups are using facilities for low risk activities.
- Groups that will be required to have \$10 million public liability insurance include those:
  - conducting high risk activities;
  - required to have insurance by their association (e.g. incorporated sporting clubs);
  - required to have insurance for regulatory purposes;
  - commercial or for-profit entities.
- 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.
- School Councils are not authorised to independently enter into lease agreements to augment their own school sites or facilities. A lease provides exclusive use for the holder of the lease.
- If NGPS receives a liability claim, as a result of a hirer's activity, the Department will manage the claim on behalf of the school council.
- NGPS is responsible for funding the cost of repairs for minor damage caused by a hirer. If the loss or damage is considerable NGPS will negotiate payment for repairs with the hirer.
- It is the hirer's responsibility to ensure school facilities are secured upon exiting. If security alarms are not activated/ de-activated as required, the hirer may be responsible for the

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September 2017	1.0	September 2020	

security call-out costs incurred.

- There is no requirement that a staff member be present while a community group uses the school's facilities unless the activity is being conducted for students at the school at the request of the school council or it is part of a school run activity. It is recommended that school councils clearly communicate to the hirer the terms and conditions for use of the facilities

**Definition of terms:**

**Hire** is used when the community uses a facility on a one-off basis

**Licence** is used when the community uses a school facility on a regular basis

**Community Joint Use** Is a more detailed agreement, which applies when a school and/or a third party contribute to the construction of a new building or upgrade of an existing facility; such as:

**Evaluation:**

This policy will be reviewed with whole staff, student, parent and community input as part of the school's three-year review cycle.

**Approval Body:** School Council

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