

Yarra Junction Primary School

School Number: 3216



Hire of Facilities POLICY

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Approval Authority School Council President:	Jason Rush 24 th August 2022
Approval by Principal	Lisa Rankin 24 th August 2022
Responsible for Review	Business Manager
Review Date	July 2023

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Hire of Facilities POLICY

PURPOSE Schools have a large variety of facilities from which community groups can benefit. Under Section 15AA of the Education Act 1958, School Councils may hire these facilities to third parties. Fair and reasonable hiring arrangements can prove mutually beneficial.

Scope:

To allow the community maximum access to school facilities whilst ensuring the protection of the facilities themselves.

Policy:

1. BOOKING PROCEDURE

1.1 All applications to be in writing on application form addressed to Lisa Rankin - Principal

Yarra Junction Primary School 2370 Warburton Highway Yarra Junction Victoria, 3797

1.2 All applications for the hire of any Facility shall agree to abide by all conditions of hire as specified on the conditions of hire.

1.3 Applicants may view the Facility by making suitable arrangements with the Principal.

1.4 All bookings to be approved by the Principal and the School Council.

1.5 Payment of a refundable bond and hire fee must be made 2 weeks prior to the function.

1.6 Payment of bond after function if conditions of hire are adhered to will be within 2 weeks.

1.7 Regular hirers are to be billed and the amount of hire will be invoice at the end of each term.

2 FEE STRUCTURE

2.1 BOND \$100.00 (GST Inc.) at principals' discretion

2.2 STADIUM HIRE FEE STRUCTURE:

CASUAL \$20.00 Inc. GST per hour PERMANENT \$16.50 Inc. GST per hour

LIBRARY \$10.00 (GST Inc.) per hour

2.3 CANCELLATION needs to be 2 weeks' notice or the full hire fee will be charged.

2.4 Yarra Junction P.S. School Council reserves the right to alter fees and conditions of hire at any time.

2.5 A two-week notification if Yarra Junction Primary School requires use of a Facility for special function on a pre-booked occasion.

3. BOND

The bond is security against damage to the buildings, any fittings or furniture contained therein and for any abnormal cleaning of the portion of the buildings used by the hirer. The hirer **shall be responsible for any damage** and is liable on demand by the School Council of Yarra Junction Primary School to pay any further amount in excess of such bond to meet the full cost of such damage and / or additional cleaning. Should the conditions of hiring not be fulfilled by the Hirer, the bond shall be forfeited to and become the property of Yarra Junction Primary School Council. If there is no breach of the conditions of hiring, no damage or no abnormal cleaning to be done (of which the Hall Manager shall be the sole judge) the bond will be returned in full.

4. INSURANCE

The Hirer shall be aware that the school holds no Insurance cover for the use of its hall. It is the responsibility of the Hirer to obtain public risk cover from a reputable insurer with a minimum \$5million cover in respect of the use of the facility and shall deliver a copy of such public risk cover to the School Principal on request. The Hirer shall be responsible for insuring their own equipment and any other property used in the facility.

5. DAMAGE

Floors shall be protected from stain or any other damage eg. sharply heeled shoes.

6. INDEMNITY

The Hirer agrees to indemnify and keep indemnified and to hold harmless the School Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses, and damages whatsoever which may be bought or made or claimed against it by any of them arising out of or in any way related to the granting of this license and/or the use of the premises. School Council Committee is not responsible for any theft, loss, damage or injury suffered by the Hirer or any guest or invitee of the Hirer, or any person coming on the premises during the period of hire, and the hirer indemnifies the School Council in respect of all claims for loss, damage or injury caused by any persons or property during the period of the hire, or as a result of the use by the Hirer of the Premises.

7. LIABILITY

The Hirer must - [a] remain on the premises whilst visitors/ patrons are in the building; [b] keep premises locked when unoccupied; [c] be responsible for orderly conduct and safety of patrons; [d] maintain the premises in a clean and safe condition for the duration of the term of hire.

8. CLEANING

Following a function, the Facility and all areas must be left clean, as before. This means that the floors, toilets, foyer and furniture should be cleaned appropriately. All rubbish and extra equipment must also be removed from the building.

9. SECURITY AND KEY SELECTION

It will be the responsibility of the Hirer to contact the school Office and arrange pickup and delivery of keys to the Hall. The Hirer will also agree to accept the cost of replacement keys and re-keying of all locks in the Hall should the keys be lost.

10. RESTRICTIONS

No food, drink, liquor, gambling or smoking. EPA noise regulations must be observed at all times. No sub hiring.

11. FREE ACCESS

Any member of the Hall Management Committee shall at any time be entitled to free access to any and every part of the building including during periods of external hire.

12. REFUSAL TO HIRE OUT

It shall be at the absolute discretion of the Primary School to refuse to hire out the facility and notwithstanding that the facility may have been hired or that these conditions may have been accepted and signed and payment and deposit made. Yarra Junction Primary School shall have power if it sees fit to cancel such hiring without further notice or cost to the school. The hirer hereby agrees in such a case to accept the same and to be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage in consequence thereof.

13. FIRST AID

No First Aid facilities or supplies are available. The Hirer shall provide their own First Aid needs.

14. PHONE

Phone use not available.

Policy to be reviewed 8/2024