



FACILITIES HIRE POLICY

RATIONALE

Northcote High School (NHS) has facilities from which the school community and broader community may benefit, through agreement and hire outside of normal school hours for appropriate purposes.

AIM

The aim of the Policy is to:

- To ensure NHS complies with the Department of Education and Training (DET) policies and legal agreements for hiring, licensing and shared use of school facilities
- Enhance community involvement in the School
- Ensure that hiring arrangements are clearly defined
- To ensure that requests received are assessed according to this policy
- Support school security and reduce vandalism
- Financially support the learning and teaching programs

GUIDELINES

- Under DET policy, School Council is authorised to hire and licence school facilities where these are not required for ordinary school purposes and are to be applied for recreational, sporting or cultural activities
- The hirer of the School facilities will be liable for any loss, damage or legal liability incurred and therefore must hold Public Liability Insurance
- Hire agreements apply when the community uses a facility on a one off basis. The DET one off hire agreement is to be used for such an agreement
- Licence agreements apply when the community uses the school facility on a regular basis. The DET hire agreement is to be used for such an agreement
- Working with Children's Checks are required from all hirers and their staff using school facilities during school hours, and those who are working with children (below the age of 18 years) outside of hours
- The Business Manager will be the initial contact for inquiry regarding facility usage and will be the day to day contact for groups hiring the facilities. A hire of facilities application for is to be completed for all new and interested hirers, this will then be reviewed by the Business Manager
- All ongoing hiring arrangements will be regularly reviewed, with the school retaining the right to terminate or not renew any Agreement
- All hire will be at the discretion of the Principal and are all hire applications assessed in accordance with NHS and DET values



- A condition of the hiring agreement relating to the school building use is that the Business Manager or Facilities Manager is responsible to organise the entry into the school grounds, attend to security needs and requirements, and be on site to check facilities condition if there is an emergency callout for insurance and safety purposes
- A hiring charge will be set by the Business Manager and Principal and reviewed annually
- A hiring fee must be paid in advance to the school prior to the hirer's activity taking place, together with the hirer's Public Liability Insurance cover certificate
- The Business Manager will ensure hire agreements are signed and filed for audit purpose
- The hire agreement may be terminated by the school if damage is incurred as a result of the hiring arrangement
- No alcohol is to be consumed within the grounds or buildings of the school unless approved by the Principal and School Council in accordance with DET guidelines and policy
- Smoking is not permitted within the grounds or buildings of the school
- Any individual or commercial group using the school's grounds inappropriately or trespassing will, in the first instance be issued a warning and if the behaviour continues, the Principal has the authority under DET's guidelines banning entry to the school
- Any DET employee wanting to hire the school's facilities for personal use must also enter a hire arrangement. To ensure compliance with the DET Gift, Benefit, Hospitality Policy all DET employees will be charged for hire of NHS facilities.

EVALUATION

Policy to be reviewed annually under the guidance of the Finance Committee and ratified by School Council. All policies are evaluated in line with DET guidelines and policies.

Last reviewed 20 February 2023



NHS FACILITIES HIRE APPLICATION

ORGANISATION DETAILS

Name of Organisation	
Name of Individual/Contact Person	
Position held within Organisation	
Address of Organisation	
Contact Details	Number: Email:
ABN	_____ Is the Organisation Incorporated Yes / No

FACILITY HIRE DETAILS

Facility Hire Requested	
Duration of Hire Request (Circle)	One off Short Term (12 weeks or less) Ongoing (12 weeks or more)
Purpose for Hiring Facility	
Requested date of hire	
Requested time of hire (Please indicate the times that you propose to enter and vacate the premises, not the start and finishing time of the activity)	



Anticipated number of attendees	
In addition to the above, I/we request permission to use the following school equipment:	

COMMUNITY CONNECTION

I/we have the following connection to the school community:

- Are you providing extracurricular programmes to the school? Yes No
- Are you a community group who engages students of this school? Yes No
- Are you a community group that has direct connection with the school? Yes No
- Do you operate on a not-for profit or a profit-making basis? Yes No

HIRE REQUIREMENTS

- All staff using the school's facilities hold current WWCC Yes No
- The organisation holds current public liability insurance of the value of \$10m Yes No
- The organisation agrees to a bond payment Yes No
- The organisations agrees to the Terms and Conditions outlined in the policy Yes No

Please attach copies of organisation's public liability insurance along with the completed application form to: sarah.burns2@education.vic.gov.au

All hire applications must be approved by the School Council in accordance with the Hire of Facilities Policy. Applications will be addressed within 10 working days from receipt of application. Please contact (03) 9488 2300 if you have not heard anything after this time.