

Flemington Primary School

School Facilities Use Policy



PURPOSE AND RATIONALE

To guide the use and hire of the Flemington Primary School facilities as a resource for the school and the wider community.

POLICY STATEMENT

Flemington Primary School offers public use of its facilities to other schools, local community groups and sports programs. Payment for use will usually be required from outside groups and individuals to help offset the management, maintenance and operational costs by the school of its facilities including the surrounding school grounds. In appropriate circumstances the school may allow other schools and not-for-profit community groups to use its facilities (including its performance centre) for a reduced charge and as determined by the School Principal.

DEFINITIONS

- **School** - Flemington Primary School.
- **School Facilities** – includes the main school hall, including its foyer, kitchen, performance stage, and music rooms, together with any school classroom, science room and/or any outside area located on the school grounds (including but not limited to the front oval).

ACTION GUIDELINES

All outside groups, organisations and individuals who use the School Facilities for commercial or organised purposes will be required to sign a **School Council Hire Agreement** with the School. The School Council Hire Agreement may include requirements for insurance and a bond payable by the hirer. Failure to comply with the School Council Hire Agreement will be sufficient cause for refusing to allow future use of the School Facilities.

The School retains the absolute right to exclude any outside groups, organisations and individuals from using or attending the School Facilities (including via third parties) where there has been past experience of School property damage, community abuse, nuisance to local residents, or negative publicity. The School may not enter into a School Council Hire Agreement with any outside groups, organisations and individuals whose proposed use:

- interferes with the operational activities of the School
- is against the philosophy or ethos of the School
- may bring the School into disrepute
- may pose a nuisance to local residents, or
- is likely to cause damage or unmanaged risk to the School or the School Facilities.

All School Council Hire Agreements shall be assessed in accordance with current DET Guidelines for **Assessing Requests for Community Use of School Facilities** (see References).

The School will not enter into School Council Hire Agreements with any outside groups, organisations and individuals which involve high risk activities unless the hirer demonstrates to the satisfaction of the School that it holds sufficient indemnity insurance for the activity.

Requests to use the School Facilities will be subject to the approval of the School's Principal. The School Council Hire Agreement will be signed by the Principal and/or signed by the School Council President (or their delegates if required). Organised events involving the serving and/or sale of alcohol will need to comply with Responsible Service of Alcohol requirements and need advance approval by School Council.

MONITORING, REPORTING AND REVIEW

- School Council will be notified of any suspicion or evidence of School property damage, community abuse, nuisance to local residents, or negative publicity associated with a School Facilities hire activity.
- School Council will review the use of the School Facilities, charges applied, and financial and management issues at least once a year.
- The School Business Manager will keep records of the use of School Facilities by outside groups, the charges and fees collected and financial implications for the school.
- The Principal will approve the School Facilities use by outside groups and should consult with School Council if there is a potential personal conflict of interest or concerns regarding interpretation of this policy.

RELATED POLICIES AND DOCUMENTS

- School Council Hire Agreement (aka School Council License)

REFERENCES

- DET Guidelines for Community Use of Schools – Hiring and Licensing
<https://www2.education.vic.gov.au/pal/community-use-schools-hiring-and-licensing/policy>

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2023
Consultation	School Council
Approved by	Principal
Next scheduled review date	December 2026