

Flemington Primary School

School Hall Use Policy



1. PURPOSE AND RATIONALE:

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

2. POLICY STATEMENT:

- The School offers public use of its School Hall 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 and maintenance by the School of the Hall and the surrounding school grounds.
- In appropriate circumstances the School may allow other schools and not-for-profit community groups to use the hall and performance centre for a reduced charge and as determined by the School Principal.

3. DEFINITIONS:

- **School Hall** – includes the main hall, foyer, kitchen, performance stage, and music rooms located on the School grounds. These facilities were completed with Federal Government financial support in 2011.

4. ACTION GUIDELINES:

- All outside groups and individuals who use the School Hall will be required to sign a **School Council Hire Agreement** with the School. The Hire Agreement may include requirements for insurance and a bond payable by the hirer.
- Failure to comply with the Hire Agreement will be sufficient cause for refusing to allow future use of the School Hall.
- The School retains the absolute right to exclude any school or community group from the use of the School Hall.
- The School retains the absolute right to exclude any individual or organisation from using or attending the School Hall (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 Hire Agreement with any school or community group 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 to the School or its facilities.

- All 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 Hall hire agreements with any school, community or sporting groups 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 Hall will be approved by the School's Principal. The **School Council Hire Agreement** will be signed by the Principal and counter signed by the School Council President (or their delegates if required).
- Events involving the serving of alcohol will need approval by School Council.

5. 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 Hall hire activity.
- School Council will review the use of the Hall, charges applied, and financial and management issues at least once a year.
- The School Business Manager will keep records of the use of hall by outside groups; the charges and fees collected; and financial implications for the school.
- The Principal will approve Hall use of 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.

6. RELATED POLICIES AND DOCUMENTS:

- School Philosophy Policy
- School Council Hire Agreement

7. REFERENCES:

- DET Guidelines for Assessing Requests for Community Use of School Facilities (2010)
<https://www.education.vic.gov.au/Documents/school/principals/community/guidelhardfacil.pdf>
- DET Guidelines for Hiring, Licensing and Shared Use of School Facilities -
<https://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/sharedfacilities.aspx>

8. REVISION HISTORY:

This policy was ratified by School Council in on November 26th, 2018.

It will be reviewed as determined by School Council or every 3 years.