



HIRING, LICENSING AND SHARED USE OF SCHOOL FACILITIES

POLICY

RATIONALE

- 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.

AIMS:

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

IMPLEMENTATION:

- School council has the authority to allow the use of school facilities by outside bodies when the facilities are not required for school purposes. The school council also have the responsibility to establish the terms and conditions of use by groups hiring the school facilities.
- School Council has decided to hire facilities such as the Graeme Good Centre and the Activity Centre to external groups under the following conditions: -
- All groups wishing to use the school's facilities are required to make an initial enquire to the Principal or Business Manager detailing the facilities, times and purposes for which the grounds or facilities are being sought.
- The Principal or Business Manager will consider each application on its merits, referring to an up-to-date booking schedule to ensure availability.
- Successful applicants will be advised and will be required to either enter into a 'One-Off Hire Agreement' with the school council or enter into a 'License Agreement' for regular use of the grounds or a specific facility. These agreements are required irrespective of whether or not a hire fee is charged.
- The Department of Education provides template Agreements for use by school council, which we will use.
- Hire and Licence Agreements typically request information such as purpose, dates and times of use, areas of use, key contact names and numbers, security arrangements, details regarding league affiliations, insurance and incorporation details, a hiring fee, litter, noise control, vehicles on school property, car parking etc and the rights and responsibilities of both parties.
- The principal will liaise directly with the key contact person/s and vice-versa should any concerns arise.
- School Council via the Principal or the Business Manager will ensure that the school grounds and facilities are well kept and maintained in a safe manner.
- School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
- School Council reserves the right not to hire facilities to groups it does not wish associated with the school.
- School Council will not charge a fee for the use of facilities by groups associated with the school (eg: Parents and Friends Association).
- The Business Manager will be the day-to-day contact for groups hiring school facilities.

EVALUATION:

- This policy will be reviewed as part of the school's **ANNUAL** review cycle or earlier if required.

This policy was last ratified by School Council in....

March 2022

Sean Fitzpatrick
Principal

Bruce Goddard
School Council President

The text below is intended to be information for the community. Schools could choose to post this on their website or use this as an Information Sheet for anyone inquiring about hiring or licensing school facilities.



MORTLAKE COLLEGE

Hire and Licence of School Facilities – Community Information

Mortlake College has the following facilities available for hire (for one-off or very short-term use) or licence (for regular, on-going use) to the community:

- Graeme Good Centre
- Activity Centre
- General Classroom
- Senior sports oval
- Mortlake College Bus
- 2 Gyms

Mortlake College school council will only consider applications for the hire or licence of the above facilities if the purpose is for educational, recreational, sporting or cultural activities for:

- students;
- the local community; or
- young persons,
- Mortlake college will only hire facilities where the facilities are not required for ordinary school purposes.

The process at Mortlake College for applying to hire or licence school facilities:

Please call the General Office to discuss details.

Enter into a written agreement with the school council.

The agreement between you and the school council will require you:

- to have adequate public liability insurance (other insurance might be requested, depending on the use of the facilities);
- in most instances, to pay a hire or licence fee for the use of the facilities;
- in most instances, to pay a security deposit
- be bound by the terms and conditions contained in the agreement.

Please contact the school's office 03 5599 2204 to discuss your requirements or to obtain further information