



HIRE OF FACILITIES POLICY

DOCUMENT CONTROL

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Approved By: Principal Governing Council	Principal: Fione Love	Governing Council Chairperson: Natalie Jensen
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Next Review: 12 Months	Policy Scope: School Specific	Date Approved: 14 / 9 /2017
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HIRE OF FACILITIES POLICY Lockleys Primary School

STATEMENT

Lockleys Primary School will hire out facilities to the public under the DECD Hire of Facilities guidelines. The areas designated for hire are the gymnasium and the oval. The money collected from the hire of facilities will go towards the continuing facilities management and development.

GYMNASIUM FACILITIES

GYMNASIUM	CHARGE	GST	TOTAL Per Hour
Single Hour	\$ 35.00	\$ 3.50	\$ 38.50
Multiple Hours On One Day	\$ 30.00	\$ 3.00	\$ 33.00

LONG TERM – Discount (5 Bookings or more per term)
\$ 28.00 + \$ 2.80 = \$ 30.80 per hour
\$ 25.00 + \$ 2.50 = \$ 27.50 per hour

The gymnasium has gas heating, evaporative cooling, lighting, permanent stage, full size basketball court facilities, toilets (including disabled), full kitchen (with oven, microwave, boiling water, fridge and sink) and the gymnasium is wheelchair accessible. There is parking available to the side and rear of the gymnasium.

It is the responsibility of the person hiring the gym to leave it in a clean condition as, due to our school's cleaning schedule, it is only cleaned once weekly (excluding holidays). Mops and brooms can be found in the cupboard outside of the kitchen closest to the windows. As this is a learning centre within the school, please ensure that all equipment and furniture utilised is returned to its original location (chairs stacked against the rear wall, tables to be placed near the stage and the rectangular blocks placed against the gym walls).

OVAL FACILITIES

OVAL	CHARGE	GST	TOTAL	LONG TERM –Discount (5 bookings or more per season)
Per Hour	\$ 40.00	\$ 4.00	\$ 44.00	\$ 32.00 + \$ 3.20 = \$ 35.20
Multiple Hours	\$ 35.00	\$ 3.50	\$ 38.50	\$ 28.00 + \$ 2.80 = \$ 30.80
Whole Day 5 Hours +	\$ 200.00	\$ 20.00	\$ 220.00	\$ 150.00 + \$ 15.00 = \$ 165.00
Season	\$909.10	\$90.90	\$1000.00	3 Months

Season bookings are for a maximum of 2 nights per week and one whole day on the weekend for a period of 3 months. Further charges will apply upon negotiation with the Principal if a season booking is taken and more days or hours are required in the 3 month period.

The oval is fully fenced and has a soccer pitch with permanent goals, a concrete cricket pitch and modified AFL goals. There is a netball court and 2 shelter-sheds. There is a playground, basketball ring, electric BBQ and toilets available. Limited electrical plugs are available at the toilet block. The oval is approximately 150m x 80m. Car access is available via May Terrace. The oval is watered by

reclaimed water and shouldn't be used during watering. The water to the toilets and drinking fountains are not reclaimed water and safe to drink. The oval is fully grassed and is mowed every 2 weeks.

HIRE AGREEMENT

A Hire Agreement is completed by the school with the hirer at the time of booking. This document must be signed by the hirer and the school Principal. All details relating to the hire are included in this document.

WHAT THE CHARGES COVER

All facilities charges cover the use of the premises, key hire and utility charges. This fee does not cover excessive cleaning costs and/or damages.

PAYMENT OF THE CHARGES

For Casual/Once Off bookings, the full payment including the deposit/bond must be paid at the time of booking.

For Multiple bookings, the deposit/bond must be paid when the booking is arranged. Payment of ongoing hire fees will need to be paid weekly in advance for bookings (under 5 bookings) or paid for the term/season for long term bookings.

Payment can be made by credit/debit card, cash or cheque. Please note that if payment is being made by cheque, the payment must be a minimum of 7 working days before the use of the premises.

TERMINATION OF HIRE AGREEMENT

If the hire fee for multiple bookings is not received the week prior to each hire (unless a written formal arrangement has been made with the school Principal), the Hire Agreement will be terminated. Access to the gymnasium/oval will be revoked and keys are required to be returned to the school office immediately.

If there is any breach to the Hire Agreement, the arrangement will be terminated immediately.

VARIATION TO THE HIRE AGREEMENT

If the school requires access to the gymnasium/oval for school events or maintenance, the school is required to advise the hirer as soon as possible. This applies for a temporary termination of the Hire Agreement for specified dates or the cancellation of a Hire Agreement due to changes in school requirements.

If the hirer requires a variation to the Hire Agreement, written advice to the school must be provided 7 days prior to the date of change. Please note that it is at the discretion of the school to accept or decline the variations depending on the existing arrangements already in place by other hirers. If an agreement to the variation is not able to be reached, the Hire Agreement can be terminated by both parties at no cost.

DEPOSIT/BOND

A deposit/bond of \$100 is payable for all ***casual/once-off bookings***.

For all ***multiple bookings***, the deposit/bond will be calculated on your time allocated each session/week times two (2) e.g. Booking is for 10 weeks, once a week for 2 hours in the gym. Cost is \$27.50 per hour. $\$27.50 \times 2 \text{ hours} \times 2 \text{ weeks} = \110 .

This deposit/bond will not be charged to the hirer's credit/debit card provided at the time of booking unless:

- any damage is caused by hirers (or their users)
- any items are removed from the site (including items in the kitchen and fridge/freezers)

If there is any damage caused by the hirers (or their users), the hirers must report immediately to the Principal and all repair costs will be at the hirer's expense. If the deposit/bond is insufficient to cover the repair costs, the hirer must ensure payment is made immediately to the School upon receipt of the amount outstanding.

As the gym is regularly hired, it is the responsibility of the hirer to photograph immediately on arrival (time to be displayed on the photo) any excess rubbish, damage or excess cleaning required from previous hirer's. This will ensure that you are not charged unless further damage, excess rubbish or excess cleaning is required after your hire period has expired for that day.

If the hirer omits to photograph at the commencement of their hire or omits to immediately inform the Principal of previous damage, excess rubbish or excess cleaning required, the deposit will not be returned as we will not be able to determine which hirer was responsible.

If the booking is for the use of the **school yard only** (no gymnasium required), a deposit of \$50 is required to cover administration costs to the school in arranging the hire agreement. This is payable upon the booking being made.

If the booking is for the use of **any rooms within the school premises** and no hourly rate has been applied to the hire, an administration cost of \$50 per booking/day will be payable to the school. This is payable upon the booking being made.

EXCESS RUBBISH

Any excess rubbish must be removed by the hirer. A large industrial bin is situated behind the Administration Building (closest to Elston Street) and the other is for paper recycling only. Any excessive cleaning requirements must be met by the hirer.

OTHER ARRANGEMENTS

Hirers may approach the Principal to suggest alternative payment arrangements; however these must be in the way of services or equipment to the school. For example a dance club may seek to teach dance lessons to classes in lieu of hire charges. All arrangements will need to meet other Policy and DECD requirements i.e. Criminal History Screening. These must be recorded on the Hire Agreement.

The **hire of the gymnasium for children's birthday parties** will be capped at \$120.00 + GST = \$132, once the time equivalent has been reached, for a maximum of 4 Hours.

MONITORING AND EVALUATION

The Hire of Facilities Policy is to be reviewed and updated on an annual basis.

Signed and endorsed by:

Principal

Date: / /

Governing Council Chairperson

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