



HIRE OF FACILITIES POLICY

DOCUMENT CONTROL

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Approved By: Principal Governing Council	Principal: Jason Munro	Governing Council Chairperson: Jenny Dickson
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Next Review: 12 Months	Policy Scope: School Specific	Date Approved: 19 / 09 /2016
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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)
\$ 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. Your hire key will unlock the car park gates.

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.

OVAL FACILITIES

OVAL	CHARGE	GST	TOTAL	LONG TERM – Discount (5 bookings or More)
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 is not reclaimed water and safe to drink. The oval is fully grassed and is mowed every 2 weeks.

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.

Any damage caused by hirers (or their users) must be reported immediately and repaired at the hirer's expense.

Any excess rubbish must be removed by the hirer. A large industrial bin is situated behind the Administration Building (closest to Elston Street) 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 ie 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 \$60.00 + GST = \$66, once the time equivalent has been reached, for a maximum of 4 Hours.

Signed and Endorsed by:

Principal

Governing Council Chairperson

Date Approved: / /2013