MANAGEMENT

HIRE OF FACILITIES

GENERAL
Concord School has a responsibility to be an integral part of the community which it services. Outside organisations and groups will be permitted to utilise our facilities, in particular the Discovery Centre and the Gymnasium and Performing Arts Centre, at times when this will not interfere with student use.

RATIONALE
School Council is authorised to hire school facilities where these are not required for ordinary school purposes and are to be used for recreational, sporting or cultural activities. Concord School can join with local government, community and business organisations in combining resources to share facilities.

BROAD GUIDELINES
- At all times the needs of the students in the school will take precedence over use by outside agencies.
- All use of Concord School's equipment and resources must be lawful.
- Any use of Concord School’s equipment must not interfere, disturb or otherwise interrupt student use.
- All DEECD policies and guidelines, including OHS policies and protocols, are to be adhered to at all times.
- No alteration or damage shall be done to the premises, equipment or resources.

IMPLEMENTATION
- Concord School Council has the authority to allow the use of school facilities by outside bodies when the facilities are not required for school purposes.
- Concord School Council has responsibility to establish the terms and conditions of use and reserves the right to determine the fees to be charged.
- All groups expressing interest in the use of school facilities will be required to meet with the appropriate school personnel to discuss the facilities available and the terms and conditions of use.
- The Principal or designated School Council Representative will be the day-to-day contact for groups hiring school facilities.
- Concord School Council will allow the hiring of facilities to external groups under the following conditions:
  - that the individuals or organisation hiring the facilities have taken out public liability insurance (minimum 10 million dollars) and can provide documentation to that effect.
  - that the DEECD School Council Hire Agreement is signed by both the School Council President and the hirer and that all stipulations therein are agreed to before use commences.
- The School Council Hire Agreement is a legally binding document explicitly stating the terms of use, the hire fee, the security deposit, cancellation procedures, the period of the agreement, hirer’s obligations, damage to property and arrangements to repair any damage and general conditions of agreement.
- Agreements concerning access and security arrangements including procedures for keys, locking up, cleaning and car parking arrangements must be made with the Principal or designated School Council Representative prior to the use of the facility.
- Concord School Council has the right to revoke the agreement at any time, as well as the fee schedule.
- Technical problems, damage, abuse, security breaches, viruses or lost/damaged equipment must be reported immediately. Concord School will not be liable for loss of income due to equipment or resources failure including data lost.
- Concord School Council will respond to any concerns notified by the hirer regarding unsafe or dangerous equipment, buildings or facilities.
- Concord School Council reserves the right to refuse to hire facilities to groups and reserves the right to terminate the hiring agreement if, in the opinion of the Principal, the facilities are being used in any manner which contravenes this policy.
- Concord School Council will not charge a fee for the use of facilities by groups associated with the school (e.g. Family and Friends Association).

REFERENCES:
DEECD School Policy and Advisory Guide: Hiring, Licensing and Shared Use of School Facilities

EVALUATION
This policy will be reviewed as part of the school’s three-year review cycle.