BASIC BELIEF

Schools have a large variety of facilities that community groups can benefit from. Fair and reasonable hiring arrangements can prove mutually beneficial. Mansfield Primary School 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 and also have the responsibility to establish the terms and conditions of use.
- School Council has decided to hire facilities such as the St Johns Hall complex, The Nobian Place, the large external undercover area, as well as other facilities.

Conditions of Use:

1. Individuals or organisations hiring the facilities have taken out public liability insurance and can provide documentation to that effect.
2. That a written hiring agreement be signed by the Principal as Executive Officer of School Council and the hirer before use.
3. That the written agreement cover such items as:-
   a. The period of the agreement, specific times of use, and areas to be used.
   b. Contact names and telephone numbers of both parties.
   c. Access and security arrangements including arrangements with keys and alarming security.
   d. Result of any damage to property and arrangements to repair any damage.
   e. Cleaning arrangements including a pre-arranged deposit for cleaning.
   f. Car parking.
   g. Notification arrangements to the hirer if the school requires the facility during the normal hire period.
   h. School Council’s right to revoke the agreement at any time.
   i. A hiring fees.

- The Principal will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities within 7 days of receipt of a written complaint
- School Council reserves the right not to hire facilities.
- School Council, extends to the Principal as Executive Officer the discretion not to charge a fee for the use of facilities by non-profit groups associated with the school.
- The Business Manager will be the day-to-day contact for groups hiring school facilities.
- This policy will be reviewed as part of the school’s four-year review cycle.
This policy was ratified by the Mansfield Primary School Council on – 18/02/2013

Review Date: 2014