



## Facility Hire Policy

### Aims

- A. To provide for the appropriate, safe, and economic hire of the KSCS facilities including hall and kitchen hire by external community groups and individuals.

### Scope and Application

This policy applies to:

- A. Employees
- B. Parents/carers
- C. Community Members
- D. Visitors to the School

### Definition

- A. **External community group or individual** – Any groups or individuals hiring facilities for events or activities outside of school-based activities. Parents who wish to use school facilities for external events or activities are also considered external users.
- B. **Responsible Delegate** - An event attendant aged 18 years or over nominated by the user/hirer.

### Principles

- A. The school will make available the KSCS hall and/or kitchen for ad hoc and regular event hire by external community groups and individuals.
- B. When considering the hire of the school hall and/or kitchen, the school will ensure that the proposed event and activities are consistent with *Kerry Street Community School's Values and Philosophy*.
- C. The hall and/or kitchen may not be hired out for any activities or events that may impact negatively on the school. These include, but are not limited to:
  - 1. Political groups.
  - 2. Any activity that is polarising or divisive in nature.
  - 3. Disruptive activities due to noise or activity levels.

The Principal has the right to not approve any hall and/or kitchen hire applications seen as not in the best interest of the school.

- D. The school will not hire the hall and/or kitchen out during normal school hours or where the proposed use would interrupt the core activities of the school or otherwise create unwarranted disruption to the school.
- E. Any request for the hire of the school hall and/or kitchen should be submitted to the school via the Facility Hire application form and must be approved by the Principal.
- F. Any disputes arising from the hiring of the school hall and/or kitchen shall be resolved utilising the *KSCS Concerns and Complaints Policy*.

## **Responsibilities**

- A. Board
  - 1. Writing and updating this policy in consultation with relevant parties.
- B. Principal
  - 1. Ensure the KSCS school hall and kitchen are available for use by external community groups and individuals.
  - 2. Review and authorise facility hire applications.
  - 3. Respond to any breaches of the Facility Hire Terms and Conditions.
  - 4. Respond to concerns and complaints regarding the hire of the hall and/or kitchen.
- C. Administration staff
  - 1. Receive and respond to inquiries regarding the hire of the KSCS hall and/or kitchen.
  - 2. Process facility hire application forms and submit to the Principal for approval.
  - 3. Liaise with hirers of the hall and/or facilitate their appropriate use of the facilities.
  - 4. Ensure hirers of the facilities adhere to the requirements of the Terms and Conditions.
  - 5. Refer any breaches of the Facility Hire Terms and Conditions to the Principal.
  - 6. Maintain records and documentation.
  - 7. Maintain key register and organise collection of keys.
- D. All Staff
  - 1. Ensure hall and kitchen common areas are tidy and readily available for hire outside of school hours.
  - 2. Ensure internal doors accessing the hall are closed and locked at the end of each day.
- E. External service providers/community groups
  - 1. Provide all documentation requested when applying to hire KSCS facilities.
  - 2. Adhere to the Facility Hire Terms and Conditions.

## **Related Legislation**

- A. Health (Public Buildings) Regulations 1992
- B. Liquor Licensing Act 1990

## C. Working with Children (Criminal Record Checking) Act 2004

### Related Kerry Street Documentation

- A. Kerry Street Procedures:
  - 1. Facility Hire Procedure
  - 2. Hall Hire Contract
  - 3. Kitchen Hire Contract
  - 4. Facility Hire Checklist
- B. Kerry Street Policies:
  - 1. Building and Grounds Policy
  - 2. Concerns and Complaints Policy
  - 3. Insurance Policy
  - 4. Records Management Policy
  - 5. Risk Management Policy
  - 6. WHS Policy
- C. KSCS Values and Philosophy

### Contact Person

Enquiries relating to this policy should be directed to the School Principal or Board Chair.

### Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

### Authorisation and Review

- A. Reviewed and Accepted July 2019
- B. To be reviewed S1 2021
- C. Reviewed May 2021
- D. To be reviewed 2024

### Revision

Date	Revision	Detail
July 2019	V.1	Creation of Policy and Procedures
May 2021	V.2	Reviewed and updated to include kitchen hire. Name changed from 'Hall Hire' to "Facility Hire".