

COLAC SECONDARY COLLEGE

HIRE OF FACILITIES POLICY

Rationale:

Schools have facilities available from which community groups can benefit. Fair and reasonable hiring arrangements can prove mutually beneficial.

Aim:

To allow the community, and other user groups, maximum access to the College's facilities whilst ensuring the protection of the facilities themselves.

To ensure that Colac Secondary College complies with the Department of Education and Training (DET) policies and legal agreements for hiring school facilities.

Guidelines:

The School Council has the authority to allow the use of school facilities by user groups when the facilities are not required for school purposes and have the responsibility to establish the terms and conditions of use.

School Council must ensure:

- That the individuals or user groups hiring the facilities have taken out public liability insurance, have a current Working with Children Check (if required), and can provide the documentation
- That a written hiring agreement is signed by the Principal, School Council President, and the hirer before use commences

The written agreement will cover such items as:

- The period of the agreement, specific times of use and areas to be used, and hire fee (as determined by the College Facility Hire Rates, reviewed at School Council annually)
- Contact names and details of both parties
- Access and security arrangements including arrangements with keys and locking up
- Damage to property and arrangements to repair any damage
- Prior notification to the hirer if the school requires the facility during the normal hire period
- The School Council's right to revoke the agreement at any time
- The hirer incurs any costs associated with the activation of the alarm system
- The School Council reserves the right not to hire facilities
- The School Council reserves the right to waive hire fees
- The Business Manager will be the contact for groups hiring school facilities

APPENDIX A.

Colac Secondary College Venue Hire Rates Doc.1.

EVALUATION

This policy will be reviewed every three years or more frequently if necessary due to changes in regulations or circumstances.

Council Approval date	February 13, 2024
Review date	2027
DET/VRQA required	Yes