

HIRING OF SCHOOL FACILITIES POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 8850-5777.

Purpose

Templestowe Valley Primary School (TVPS) has facilities from which the school community and broader community may benefit, through agreed use or hire for appropriate purposes. This policy outlines the principles and process for hiring school facilities.

Objective

The aim of this policy is to:

- Ensure TVPS complies with the Department of Education (DoE) policies and legal agreements for hiring, licensing and shared use of school facilities
- Enhance community involvement in the school
- Explain the fee structure for the hiring of TVPS facilities and ensure that hiring arrangements are clearly defined
- Ensure that requests received are assessed consistently, according to this policy
- Fees paid by third parties to school councils for the use of school facilities must allow TVPS to recover additional maintenance and operational costs (for example, for electricity, water, cleaning, insurance, maintenance), and lifecycle costs proportional to each party's use of the facility

Scope

This policy applies to:

- Companies and individuals who hire the TVPS facilities for commercial purposes (such as recreational and sporting activities).
- Community members or organisation who hire TVPS facilities for non-commercial purposes (such as meetings or cultural events).
- Therapists using school facilities to see TVPS students for therapy (either privately or under the NDIS) such as Occupational Therapy, Speech Therapy and Psychology. This does not include government agencies or non-for-profit organisations such as Foundation House, Anglicare, Doncare etc.

Policy

- Under The DoE policy, School Council is authorised to hire and licence the use of school facilities where these are not required for ordinary school purposes and are to be used for educational, recreational, sporting or cultural activities.

- TVPS has priority use of the school facilities and School Council has the authority to allow the use of school facilities by outside groups or individuals when the facilities are not required for school purposes.
- A School Council contract must be completed by all hirers and approved before hiring the facilities:
 - **Hire agreements** apply when school facilities are hired on a one-off basis.
 - **Licence agreements** apply when school facilities are hired on a regular basis.
- All ongoing hiring arrangements will be regularly reviewed by the Business Manager and Principal.
- No alcohol is to be consumed within the grounds or buildings of the school unless approved by the Principal and School Council in accordance with DoE's [Community use of Schools - Hiring and Licensing Policy](#).
- Smoking and vaping are not permitted within the grounds or buildings of the school.

Hiring Fee

- A hiring fee for the facilities, including a security deposit, is determined by the School Council and reviewed annually through the Finance Committee.
- **Appendix I – General hiring fees** below outlines the fee structure.
- At the discretion of the Principal, hiring rates may be negotiated with the hirer. Consideration may be given to use of a *commission-based fee* when the general hiring fee would prohibit the hirer from hiring due to group size. The commission rate will be negotiated with the hirer.

Process of Hiring School Facilities

- Contact the school office to discuss the hire with the Business Manager or the Principal.
- Complete the *School Facilities Hire Expression of Interest form* in **Appendix II below** and submit to the school.
- The written application will be assessed by the Principal for consideration on its merits. The Principal may consult with the School Council on specific applications at the Principal's discretion.
- Successful applicants will be advised in writing and will be required to enter into a Hire or Licence Agreement (using the appropriate DoE's template agreement) for use of the specific school facility.

Roles and Responsibilities

Hirer Responsibilities

- Be liable for any loss, damage or legal liability incurred and hold.
- Must hold current Public Liability Insurance (minimum \$10,000,000)
- Ensure valid Working with Children Checks, which are required from all hirers and their staff using school facilities during school hours, and those who are working with children (below the age of 18 years) outside of hours.
- Pay a hire or licence fee for the use of the facilities and the security deposit.
- Acknowledge and adhere to the terms and conditions contained in the agreement.
- Adhere to all TVPS and Departmental policies and guidelines, including OHS policies and protocols, at all times.

School Council Responsibilities

- Review and determine the hire fees to be charged.
- Review hire applications as requested by the Principal, and approve or decline such applications based on their merit.
- Ensure that the school grounds and facilities are well kept and maintained.
- Respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.

Principal Responsibilities

- Review and approve hire applications based on their merit.
- Negotiate hire or licence agreements on behalf of School Council.
- Consult with School Council on hire applications at the Principal's discretion, for example in cases that pose a conflict of interest, higher risk for students, community or school grounds, or where the application does not align with school values.
- Advise school council of issues with current hire or licence agreements, as applicable.
- Regularly review all ongoing hiring arrangements.

Business Manager Responsibilities

- Be the initial contact for enquiries regarding facility usage and be the day-to-day contact for groups or individuals hiring school facilities.
- Ensure all hire agreements are signed and filed for audit purposes.
- Invoice hirers as per the contractual arrangement.
- Regularly review all ongoing hiring arrangements.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on TVPS school's website
- Referenced periodically in newsletters
- Sent directly to community organisations when requested.

Useful References

- [Victorian Department of Education - Community Use of School - Hiring and Licensing](#)

Policy Review and Approval

Policy last reviewed	October 2024
Approved by	School Council
Next scheduled review date	October 2025

Appendix I – General hiring fees

- The following fees apply for the hire of Templestowe Valley Primary School facilities.
- Hire fees allow the school to recover administration, operational, security and cleaning costs associated with the hire of the facility.
- For all TVPS hire enquiries please contact the Business Manager at (03) 8850 5777 or email: templestowe.valley.ps@education.vic.gov.au

Area	Cost per hour ex GST <i>Hire agreement (casual)</i>	Cost per hour ex GST <i>Licence agreement</i>
Indoors		
Classroom/ collaborative area (including music or art rooms)	\$25	\$20
Hall	\$40	\$33
Outdoors		
Undercover area	\$40	\$33
Oval	\$40	\$33

Security deposit: \$300

Appendix II – School Facilities Hire Expression of Interest Form

Please email the completed form and all related attachments to templestowe.valley.ps@education.vic.gov.au, Subject: 'Facilities Hire EOI'.

Hirer Details	
Name of organisation/ group:	
ABN/ACN:	
Name of contact:	
Position held in the organisation:	
Email:	
Phone:	
Hired Facility Details	
Facility requested:	<input type="checkbox"/> Classroom <input type="checkbox"/> Hall <input type="checkbox"/> Oval <input type="checkbox"/> Undercover area
Purpose of hire:	
Type of hire (select as applicable):	
<input type="checkbox"/> For one-off hire	Please specify the requested time/s and date/s of hire:
<input type="checkbox"/> Recurring hire Duration Frequency Preferred days and times for the hire (please provide a few options)	<input type="checkbox"/> Short term (up to 12 weeks) <input type="checkbox"/> Long term (over 12 weeks) <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other (please provide details): Option 1: Option 2: Option 3:
Anticipated number of attendees:	
Will alcohol be consumed or available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will children under 18 be attending?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Hire Requirements	
1. The hirer agrees to a deposit payment (see fee structure in Appendix 1 of <i>TVPS Hiring of School Facilities Policy</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Successful applicants must comply with the TVPS Facilities Hire Licence based on the Department of Education template	<input type="checkbox"/> Agree
3. Working With Children Check / VIT Card Details	<i>Working with Children Checks are required from all hirers and their staff using school facilities during school hours, and for those who are working with children (below the age of 18 years) outside of hours</i>
All adults using the school's facilities hold a current WWCC / VIT Card	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name all adults using the school facility and attach a copy of their WWCC/VIT cards:	
4. Insurance	
The organisation holds current Public Liability insurance of minimum value \$10m	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Insurance provider:	
Name of policy holder:	
Expiry date:	
Public liability certificate attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Information	
Do you operate on a not-for-profit basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you providing extracurricular programs to the school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a community group who engages students of this school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a community group that has direct connection with the school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional information regarding community connection:	
Additional information regarding equipment/technology requirements:	



Templestowe Valley Primary School

All hire applications must be approved by the Principal, in consultation with School Council, in accordance with the Department's Community use of Schools-Hiring and Licensing Policy. Applications will be addressed in a timely manner with an acknowledgment of the EOI indicating an approximate response timeline. Please contact the Business Manager at (03) 8850 5777 or email: templestowe.valley.ps@education.vic.gov.au if you require further clarification.

Signature: _____ **Date:** _____