



Hiring of School Facilities Policy

Rationale

The hire and subsequent use of the St Michael's School Hall and other facilities by community groups is seen as providing a valuable service to these groups. It also promotes the school within the local and wider community, potentially offering activities that may directly benefit members of our school community.

PROCEDURE FOR HIRE OF SCHOOL HALL

Application form can be obtained at the school office.

1. The completed form must be lodged with the School Secretary for approval and signing by the Principal.
2. The hirer must take out their own public liability insurance, to the minimum of \$20 million dollars, to protect the school and themselves in case a claim arises from the activities being organized in the hall. (see exemption under Insurance paragraph)
3. Payment of 10% of hiring fee must be made at least seven (7) days prior to the booking date, made payable to St Michael's School.

For approved permanent reservations bookings, hiring fees are invoiced per term.

4. Notification of cancellation or alteration of any particular booking must be made to the Secretary, St Michael's Primary School in writing. This notification must reach the school office at least 24 hours in advance to obtain a refund. Long term bookings may have special cancellation arrangements.

CONDITIONS OF HIRE

St Michael's Hall and facilities are available for hire for varying time frames; for either single events or regular bookings.

The school expressly reserves the right to cancel any booking should the hall be required for school or parish purposes. As much notice as possible will be provided to the hirer in these situations.

Subletting of the whole or part of the school hall is prohibited.

Hirers must terminate activities on conclusion of the approved hiring session.

Regular (permanent) bookings are for a school calendar year only and must be renewed at the commencement of each school year. Fees will be reviewed annually.

All proposed activities must be in keeping with the values and ethos of St Michael's School.

ACCESS

Approval to hire the hall does not give the hirer any right of entry to any other part of the school building, the use of any school services other than in accordance with the terms of hire of the school building or the right of entry on to school grounds other than by reasonable approach to the school building.

The Principal or school delegate/Parish Priest shall at all times, notwithstanding any hiring, be entitled to free access to the school hall that is hired or portion of the school that is hired.

St Michael's expressly reserves the right to immediately cancel any function and /or expel attendees from the school premises and grounds should the hirer or the hirer or the hirer's invitees not conduct themselves in an appropriate manner or in accordance with these general conditions.

LIABILITY OR DAMAGES

No person shall alter or remove any equipment, fittings, and furniture without the permission of the School Principal. The floors, walls or any part of the school must not be written on, decorated, placarded, cut, broken, pierced by nails, screws or other contrivances and hirers must pay for any damage done by them or their employees.

St Michael's Primary School undertakes no responsibility for the property of any hirer who may place it in any part of the grounds or the school building.

CANCELLATION

Any arrangement for the hire of facilities may be cancelled at any time prior to the date for hire by the Principal or School Community Council. Any engagement or agreement for the hire of the school hall and adjoining toilets may at any time prior to the date for which it is hired, be cancelled as determined by the School Principal; and upon returning to the hirer all monies paid by them, St Michael's Primary School Kaleen shall not be liable to the hirer for damage or otherwise.

Hirers will be held strictly liable for any damage caused during the hire of the buildings, fittings, furniture and equipment, by any means whatsoever. The hirer agrees to pay the cost of replacement, rectification or repair as may be the case, in full to St Michael's within seven days of a quotation being provided by a qualified tradesperson. This term is essential.

To obtain a full refund of any deposit paid, cancellations must be received in writing at least 24 hours prior to cancellation. No refund is payable if cancellations are made less than 24 hours prior to the reserved hire. Postponements are acceptable only if an alternative available date can be negotiated. This condition can be waived in exceptional circumstances at the sole discretion of the Principal.

RELATIONSHIP

This agreement does not create the relationship of landlord and tenant between St Michael's Primary School and the hirer.

INSURANCE

The school insurance policy covers those functions and activities which are directly associated with the school. In addition, the CCI public liability policy has been extended to cover such persons who hire school halls for personal events such as birthday parties.

It is a requirement that other hirers of school facilities ensure that public liability cover (up to \$20 million) and any other necessary insurances are arranged independently of the school. The hirer MUST provide to St Michael's Primary School a copy of any such insurance policy. St Michael's expressly reserves the right to refuse access to the premises should a current Certificate of insurance or adequate Certificate of Insurance not be produced.

SUB-LETTING

'Any purported sub-letting, sub-licensing, sub-hire, or similar arrangement, of all or any part of the school hall or facilities, or any purported assignment of any rights created under this agreement by the hirer is prohibited and invalid. Any person coming on to the premises under such an arrangement will be considered a trespasser, and the hirer will forfeit their right to the agreement immediately.'

KEYS & SECURITY

Appropriate keys must be signed for by the nominated person. This person must ensure that all lights, power, heating etc are turned off at the end of the function and that the premises and alarm system are secured before leaving. Costs for replacement of lost keys or payment of security call-out fees incurred for non-compliance of conditions, will be passed on to the delegated person.

PROHIBITED ACTIVITIES

No intoxicating liquor shall be brought into or consumed in the grounds or the school building without the express permission of the School Principal. If the hirer intends to allow the sale of alcohol, they will obtain the appropriate permit or license which must be presented to and signed by the Principal no less than fourteen (14) days before the hire period. Alcohol is not to be consumed by or sold to children under the age of eighteen years.

Smoking is not permitted on any part of the school grounds or in any part of the school buildings as per the Catholic Education Commissions Policy (23.11.91)

If a hirer has any doubt concerning the acceptability of a proposed activity, it is in their interest to check with the School Principal prior to undertaking the hire of the facility. There shall be no obligation to refund any advanced fees of a hiring if cancelled because proposed activities are found not to be in keeping with School values and ethics.

CLEANING

The cleanliness of the School and its surrounds is a prime consideration and all users of school facilities must undertake to leave them in a condition acceptable to the Principal. All chairs, trestles etc must be placed in the designated location. The hirer should enquire about the use of cleaning items at the school.

If the cleanliness of the area, including furniture items, is deemed unacceptable, the hirer is responsible for any additional costs incurred in reinstating the area to an acceptable standard.

The removal or disposal of rubbish must be discussed and decided at the time of hiring. Where deemed appropriate by the School Principal, a bond may be required to cover anticipated cleaning or restoration costs. This requirement, including the amount of the bond, is at the discretion of the Principal.

ADDITIONAL

St Michael's will not enter into any hire agreements with persons under the age of eighteen. St Michael's expressly reserves the right to require the services of registered security guards for any function that it deems necessary at its sole and absolute discretion. The hirer must provide written proof of the engagement of such security services to the Principal of St Michael's or such other authorised representative no later than seven days before date of hire.

Activities undertaken by the School Community Council, Parish Council and affiliated groups are generally exempt from fees.

If an exempted body wishes to use school facilities for a fund raising activity, a nominal license fee may be determined by the Principal.

GENERAL RESPONSIBILITIES OF HIRER

At the end of each period of hire and upon termination of an Agreement, the Hirer will ensure that:

1. All areas of the premises, including any equipment, are left in a clean and tidy condition
2. All equipment, including tables and chairs, are stored correctly
3. All relevant powered items including lights, fans or heaters are turned off
4. Doors are locked and security activated.

FEES AND CHARGES

Fees and Charges as at January 2011. All fees are inclusive of GST and may be changed at any time by the Principal or School Community Council at the end of a contract period or with 60 days notice.

Community Use - Church group, volunteer organization, etc
\$30.00 per hour (or by negotiation with the Principal)

Commercial Use – Exercise class, sporting groups, seminars, etc
\$30.00 per hour

I HAVE READ, UNDERSTOOD AND ACCEPT THE TERMS OF THE ABOVE AGREEMENT

Name: _____

Address: _____

Signature: _____

Approved by: St Michael’s School Community Council

Date: 2013

Revision Date: 2015



ST MICHAEL'S PRIMARY SCHOOL, KALEEN

Tyrrell Crt, Kaleen ACT 2617
Ph: 02 62414022 Fax: 02 62414803

APPLICATION FOR USE OF SCHOOL HALL

Name of organisation: _____

Purpose of booking: _____

Alcohol involved: Yes No

Facilities required: Hall/toilets Canteen
 Furniture (Circle – tables/ chairs/ projector/ PA)

Insurance details: _____
(Please note a copy of your current public liability policy is required)

Individual Bookings: Dates bookings required: _____
Time: from _____ to _____

Annual reservations: Day of Week: _____
Time required: _____

Indicate if required: School holidays Yes No
Public holidays Yes No

This application must be lodged with the Secretary, St Michael's Primary School at least 7 days before the anticipated booking.

If this application is approved, I _____ undertake on behalf of my organization, to comply with the conditions attached to this form.

1. To restrict use of the building to the areas specified in the approval (eg hall & toilet facilities)
2. To comply with all reasonable requests made by the school Principal or delegate.
3. To make good any damage and leave the area used in a clean and tidy condition.
4. All keys to be returned to the School Principal or their delegate no later that 24 hours after the termination of the agreement.

Name (block letters): _____

Address: _____

Contact phone number: _____

Position held with organization: _____

Applicant's signature: _____

Application supported Yes No

Principal's signature: _____ Date: _____

THIS FORM SHOULD ACCOMPANY YOUR PAYMENT

WHICH SHOULD BE DIRECTED TO:

The Secretary

St Michael's Primary School
Tyrrell Crt
Kaleen ACT 2617

HIRE OF SCHOOL FACILITIES

Organisation: _____

Name and address for receipt: _____

FACILITIES BEING HIRED

- Hall & Toilets Canteen
 Furniture – details? _____

Dates: _____

Times (including any prior access): _____

Cost: _____ hours @ \$30/hr **Bond?** _____

Total cost: \$ _____

Deposit paid: \$ _____ **Date:** _____

Final payment: \$ _____ **Date:** _____