Jells Park Primary School
Hire of School Facilities Policy

Purpose:
To manage requests from the community for use of school facilities, including the school grounds, General Purpose Room, the Music Room and the Gymnasium.

Guidelines:
- All applications for casual use of school facilities shall be in writing on the Application for School Facilities Hire form supplied by Jells Park Primary School and will require approval by the School Council.
- All applications for regular use of school facilities will require a contract Licence to use School Facilities negotiated with Jells Park Primary School and will require approval by School Council.
- The School Council Executive can approve/not approve an application for hire if no school council meeting is scheduled prior to the date requested.
- School facilities may be hired to an individual, group or organization.
- School facilities will not be hired for the purpose of parties or family events.
- Where possible, Jells Park Primary School has priority of use over all other users.
- The School Council President and School Principal have the right to waive fees.
- A bond may be charged at the discretion of the Principal and School Council President.
- Hire charges will be reviewed by the School Council annually.

Implementation:
- Hire charges for single or casual use will be paid in full (including bond) 7 days prior to use. Failure to do so will result in cancellation of booking.
- Hire charges for regular user will be invoiced and paid by the 7th week of each school term.
- School hirers will ensure the school facilities are restored to their previous state or condition.
- The bond paid by hirers will be returned to the hirer only on satisfactory inspection by the Principal or her nominee.
- All hirers must provide evidence of current Public Liability Insurance (minimum $5,000,000.00).
- Charges for the hire of school facilities will be set and may be changed at the discretion of the principal.

Evaluation:
This policy will be reviewed as part of the school’s four yearly review cycle, unless circumstances indicate otherwise.

Appendices
1 - School Hall Hiring Requirements
2 – Application for School Facilities Hire
3 – Checklist for Gym Hirers
Checklist for Gym Hirers

Using the Gym, please:

- Ensure that no sharp or hard metal items are placed or dragged on the gym floor (includes things like pointed high heels, unprotected chair or table feet, etc)
- Ensure any chairs taken out of the racks are returned.
- Ensure all excess rubbish is put in bins.

Please do not:

- Enter the storeroom, or allow children to play in the storeroom.
- Enter the additional class room or meeting room, unless you have a booking to use these rooms.
- Move Meeting Room chairs into the gym.

Locking up:

- Check that heaters in the foyer are off.
- Check that the 2 Emergency Exit doors are closed and locked.
- Check that the 2 side doors are locked (from the outside).
- Check that the 2 toilet doors are locked (from the outside).
- Alarm the building.
- Lock front doors, ensuring that the doors are bolted into the ground as well.

Please report any damage or faulty equipment to Jells Park PS on jells.park.ps@edumail.vic.gov.au or ring 9560-6494.

[Emergency contact if needed is Kevin Oakey on 0410 572 494.]

Thank you.