

<p style="text-align: center;">Jells Park Primary School Hire of School Facilities Policy</p>

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



Jells Park
Primary School

Petronella Ave, Wheelers Hill 3150
Telephone 9560 6494 Facsimile 9562 2232
Email: jells.park.ps@edumail.vic.gov.au
Web: www.jppts.vic.edu.au

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.