



Hire of Facilities Policy 2023

GENERAL

Jacana School for Autism (JSA) has a responsibility to be an integral part of the community which it services. Outside organisations and groups will be permitted to utilise our facilities, in particular the Community Learning Hub at Jacana Campus during times when such use will not interfere with teaching and learning programs or staff professional learning programs.

RATIONALE

Schools have a large variety of facilities from which community groups can benefit. Under Section 15AA of the Education Act 1958, School Councils may hire these facilities to third parties. Fair and reasonable hiring arrangements can prove mutually beneficial.

BROAD GUIDELINES

- At all times the needs of the students in the school will take precedence over use by outside agencies.
- All use of JSA equipment and resources must be lawful.
- Any use of JSA equipment must not interfere, disturb or otherwise interrupt student use.
- All Department policies and guidelines, including OHS policies and protocols, are to be adhered to at all times.
- No alteration or damage shall be done to the premises, equipment or resources.

IMPLEMENTATION

Jacana School for Autism School Council:

- Has the authority to allow the use of school facilities by outside bodies when the facilities are not required for school purposes.
- Has the responsibility to establish the terms and conditions of use and reserves the right to determine the fees (if any) to be charged.

All groups expressing interest in the use of school facilities will be required to meet with the appropriate school personnel to discuss the facilities available and the terms and conditions of use. The Principal or Assistant Principal will be the day-to-day contact for groups hiring school facilities.

JSA School Council will allow the hiring of facilities to external groups under the following conditions:

- That the individuals or organisation hiring the facilities have taken out public liability insurance and can provide documentation to that effect.
- That the appropriate written hiring agreement is signed by both the School Council President and the hirer before use commences. The written hiring agreement will cover such items as:
 - i. The period of the agreement, specific times of use and areas to be used.
 - ii. Contact names and telephone numbers of both parties.
 - iii. Access and security arrangements, including arrangements with keys and locking up.
 - iv. Damage to property and arrangements to repair any damage.
 - v. Cleaning and car parking arrangements.
 - vi. Notification arrangements if the school requires the facility during the normal hire period.

Respect | Inclusion | Empathy



- Prior to outside groups or bodies using school facilities, the Principal/Campus Principal will coordinate the provision of an 'Existing Conditions' summary which itemises pre-existing damage and arrange for the review of the premises after the hire period to determine if any damage has occurred during the hire period.
- School Council reserves the right to revoke an agreement or change the fee schedule at any time.
- Technical problems, damage, abuse, security breaches, viruses or lost/damaged equipment must be reported immediately. Northern School for Autism will not be liable for loss of income due to equipment or resources failure including data lost.

Jacana School for Autism School Council:

- Will respond to any concerns notified by the hirer regarding unsafe or dangerous equipment, buildings or facilities.
- Reserves the right to refuse to hire facilities to groups and reserves the right to terminate the hiring agreement if the facilities are being used in any manner which contravenes this policy.
- Will not charge a fee for the use of facilities by groups associated with the school (e.g. Fundraising Committee).

REFERENCES:

School Policy and Advisory Guide

<https://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/sharedfacilities.aspx>

Victorian Government Schools' Reference Guide.

EVALUATION

- This policy will be reviewed as part of JSA's one-year review cycle.

Ratified By JSA School Council:	23 March, 2023
Review Date:	March, 2024

Respect | Inclusion | Empathy

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Hire Facilities Agreement

Name of organisation:.....

Contact name:

Contact phone no/s:.....

Date of hire:

Time of hire: From:..... To:.....

Area to be used:

Does your organisation have public liability insurance: Yes / No

If yes, please provide copy of policy

Hire cost: Deposit:.....

Signed: Date:.....

School Council President:..... Date:.....

Terms and Conditions

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Technical problems, damage, abuse, security breaches, viruses or lost/damaged equipment must be reported immediately. Jacana School for Autism will not be liable for loss of income due to equipment or resources failure including data lost.

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