

## COMMUNITY USE OF SCHOOL FACILITIES POLICY

### PURPOSE

To promote Tecoma Primary School as an integral part of the local community through the sharing of facilities within that community is desirable and should be encouraged.

To encourage community use of school facilities without compromising the needs of the school.

### POLICY

- Community groups wishing to use school facilities should apply (in writing) to the Principal. Each application will be judged on its own merits.
- The school should not be financially disadvantaged as a result of any community use of school facilities.
- Community groups using school facilities must abide by all legal responsibilities i.e. insurance liability, damages, cleaning etc., as determined by School Council.
- Groups must provide proof of liability insurance before hiring commences. A copy must be forwarded to the school.
- A security bond will apply to regular users (e.g. basketball clubs for weekly training purposes) at the discretion of School Council.
- All groups will be charged a set standard rate depending on the weekly/term basis. The Principal reserves the right to offer a reduced rate to community/non-profit organisations.
- Due to After School Care commitments the hall is not available before 6.30pm on weeknights.
- When approval is given, the user must sign a 'Conditions of Hire' agreement (see appendix). All fees must be paid for in advance of the booking commencing.
- School Council reserves the right to terminate the hiring agreement if in the opinion of the School Council a breach of the agreement has been made. This may include the loss of bond to recoup costs of any damage incurred.

### COMMUNICATION

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

- In the School Policies folder in Google Drive
- Made available publicly on our school website
- Made available in hard copy from school administration upon request.

### POLICY REVIEW AND APPROVAL

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| <i>This policy has a review cycle of 4-5 years</i> | <i>This policy was approved by school council on <b>17<sup>th</sup> May, 2022</b> and is scheduled for review in <b>May, 2027</b>, or beforehand if a significant issue arrives.</i> |
| <i>Reviewed by</i>                                 | <i>Di Double, Rohan Thompson, Chelsey Robins, Lisa Dell, Matt Ford, Stuart McLean, Lisa Hoskins-Faul, Neshadi Weeratunga</i>   |
| <i>Approved by</i>                                 | <b>Principal – Rohan Thompson</b><br><b>School Council President – Lisa Dell</b>   |