



HIRE OF SCHOOL BUILDINGS AND FACILITIES PROCEDURE 2018



The following document sets out the terms and conditions for the hire and use of school buildings and facilities as endorsed by the Foster Primary School Council.

Hire of Foster Primary School buildings is at the discretion of the School Council or its nominee.

Conditions of Use:

1. **All conditions of use are outlined in the attached School Council Hire Agreement – please read them carefully.**
2. Bookings should be made through the Principal or Business Manager of Foster Primary School.
3. *Smoking:* The State Government of Victoria has declared all school premises to be “Smoke Free Zones”. Therefore it is deemed an offence under the terms of the contract, for an individual to smoke within the confines of the school buildings and grounds.
4. *Reasonable Care:* It is an express condition of this contract that all hirers show due care for school buildings, fixtures, furniture, equipment and grounds. It is expected that any room hired will be cleaned and left in the original condition.
5. *Keys:* The school is connected to the Department of Education & Training Security System. In the event that the security system is inadvertently activated a fee may be charged. The group hiring the facility is responsible for this fee.
6. The hiring ONLY covers the use of the room specified.
7. The hirer may NOT sub hire to any other group/ individual.
8. The following conditions apply to the provisions and consumption of alcoholic beverages on school property, notwithstanding the laws of the State of Victoria as they pertain to same :
 - The Department of Education and Training prohibits consumption of alcohol by students regardless of their age. Therefore, any function deemed to be a Foster Primary School function which has students in attendance, is to be deemed DRY; i.e. no alcoholic beverages are to be sold or consumed. Please refer to the Drug, Alcohol and Tobacco Policy.

Sample Hire Charges:

Staff Room:	\$20.00 per hour	\$80.00 per day
Pavilion:	\$10.00 per hour	

1. A security deposit must be paid prior to the commencement of hire.