



HIRE OF SCHOOL BUILDINGS & FACILITIES PROCEDURE 2019



Hire and Licence of School Facilities – Community Information

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.

Foster Primary School has the following facilities available for hire (for one-off or very short-term use) or licence (for regular, on-going use) to the community:

- Staff room
- Pavilion

Foster Primary School council will only consider applications for the hire or licence of the above facilities if the purpose is for educational, recreational, sporting or cultural activities for:

- students;
- the local community; or
- young persons,

and in circumstances where the facilities are not required for ordinary school purposes.

The process at Foster Primary School for applying to hire or licence school facilities is to:

- contact the office staff by phone or email
- wait for your application to be approved
- enter into a written agreement with the school council.

The agreement between you and the school council will require you:

- to have adequate public liability insurance (other insurance might be requested, depending on the use of the facilities);
- in most instances, to pay a hire or licence fee for the use of the facilities;
- in most instances, to pay a security deposit; and
- to be bound by the following terms and conditions.

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	

Please contact the school's office on 5682 2370 to discuss your requirements or to obtain further information.