



Spencer Park Primary School Conditions of Use of School Facilities Policy (2004)

RATIONALE

This policy is in line with Department of Education policy.

The school is regularly asked by community groups if facilities can be used. In general, provided that the use does not interrupt or interfere with a school initiated or regular ongoing activity, the use is approved.

The following guidelines will form the basis for decisions on community use facilities at Spencer Park Primary School. These guidelines will be reviewed as required so community groups wishing to use these facilities should ensure they have a recent copy of this policy. This may be obtained from the school office.

GUIDELINES

1. Ovals and Courts (Outside Area)

These are available for community groups to use free of charge, however, approval must be gained from the Principal to ensure that there are no clashes with other groups.

Damage caused or rubbish left may give cause for permission to be withdrawn.

2. Equipment Hire

There is a list available from the school office of equipment for hire. Requests for hiring this equipment may be made at the office. On some equipment, a bond is required.

3. School Rooms/Undercover Area/School Hall

Approval must be gained from the Principal. A hire charge is made for use of these facilities to cover utility costs. A bond is also associated with the use of these facilities. Rooms and facilities must be left in a neat, tidy state with furniture moved to its original position.

School use takes precedence.

Note

- All groups using facilities will need to have a responsible adult in attendance at all times.
- Any damage caused will be billed to the group using the facility and will be the responsibility of the adult in charge to collect.
- Each group has the responsibility of leaving the facility in a clean and tidy state.
- All groups need to report any problems or maintenance items to the Principal as soon as possible.
- Each group must appoint a coordinator to ensure the above guidelines are followed.



COMMUNITY USE OF SCHOOL FACILITIES AGREEMENT FOR USE

This AGREEMENT is made on _____ (day/month/year)
BETWEEN _____ (Name of Principal or nominee)
for and on behalf of THE MINISTER FOR EDUCATION
AND _____ (Name of user/user group).

DEFINITIONS

1. In this Agreement

“Premises” refers to _____
Write full description of facilities to be used.

“Equipment” refers to _____
Write full description of facilities to be used.

“School” refers to _____
SPENCER PARK PRIMARY SCHOOL
Write full description of facilities to be used.

“Principal” refers to the person occupying the position of or acting on behalf of the Principal of the school.

AUTHORITY TO USE

2. The Minister grants the user, licence and authority to use the premises and equipment for _____

Write accurate description of activity.

and for no other purpose. This authority is not transferable.

DURATION OF USE

3. This Agreement shall commence on _____ (date)

and terminate on _____ (date).

The premises and equipment will be used by the user

Write times, days and hours on which premises and equipment are to be used.



AGREEMENT FOR USE

FEES

4. The user shall pay to the school \$_____ to cover the use of the premises and/or equipment for the duration of this Agreement. Payment will be made in the following way.

A bond/deposit of \$_____ is required to meet the cost of repair or replacement of equipment or stock (including food stock in the canteen) and/or call out to security alarms or re-keying in the event of lost keys.

The bond/deposit will be refundable at the end of the hire period if the facilities and/or equipment have been left in a satisfactory condition.

INDEMNITY

5. The user indemnifies the Principal, the Minister for Education and all employees of the Minister for Education against all actions, suits, claims, demands, proceedings, losses, damages, compensation, cost (including solicitor and client costs) in respect of;
- Any personal injury occurring on the premises or on school grounds used to enter or leave the premises, or
 - Damage to the equipment or any other property of the Minister for Education or any other person or corporate body arising directly or indirectly from the use of the premises or equipment by the user.

CONDITIONS OF USE

6. The user acknowledges being bound by the Education Act 1999 and all regulations made under it including in particular the School Premises Regulations 1981 and the user agrees to the **Conditions of Use** outlined in this Agreement.

Signature of Principal

Date

Signature of User

Date

Semper Tenta - Always Strive

