

Learn. Grow. Become.



Hire Of Facilities Policy



Purpose

The facilities of the Brighton Primary School are primarily used for educational purposes of the children attending the School. To the extent that facilities such as teaching rooms and school facilities are not fully utilised for educational purposes, the facilities are available for use by community organisations on a hire basis, subject to certain conditions.

General Conditions

This policy is to be applied in conjunction with the detailed "Conditions of Hire", and the following general conditions apply:

1. The use by the hirer of the facility must not in any way be in conflict with the School's good name. The School may refuse any application for hire if the proposed event is judged to be inappropriate for a School venue.
2. The School will always have absolute priority over use of its facilities.
3. Hirers may apply on the prescribed form to become an approved hirer. (Refer "**BPS FH 1 – Preliminary Application**").
4. A schedule of hire fees is available from the school administration office. Refer to "**BPS FH 2 –Fee Schedule**"
5. Following approval from the Facilities Committee, the type of hire can be either one-off or licensed. The documents are provided by the DEECD.
 - Licence hire – refer to "**BPS FH 3 - Agreement 4 School Premise Licence.doc**"
 - Casual hire - refer to "**BPS FH 4 - Agreement 8 School One Off Hire.doc** "
6. The specific conditions of hire are set out as within each form.
7. Discounted hire rates must be applied for in writing and will be considered by the Facilities Committee within the terms of this Policy.
8. A security deposit of \$600 is payable on approval of an application to hire the Gymnasium and will be refunded provided no damage or extra cleaning costs are incurred.
9. A security bond of \$600 is payable on approval of an application for General hire and will be refunded provided no damage or extra cleaning costs are incurred.)
10. An administrative charge of \$50.00 will be levied for cancellation of a booking after the event has been confirmed.

Charges - Hire Discount Guidelines

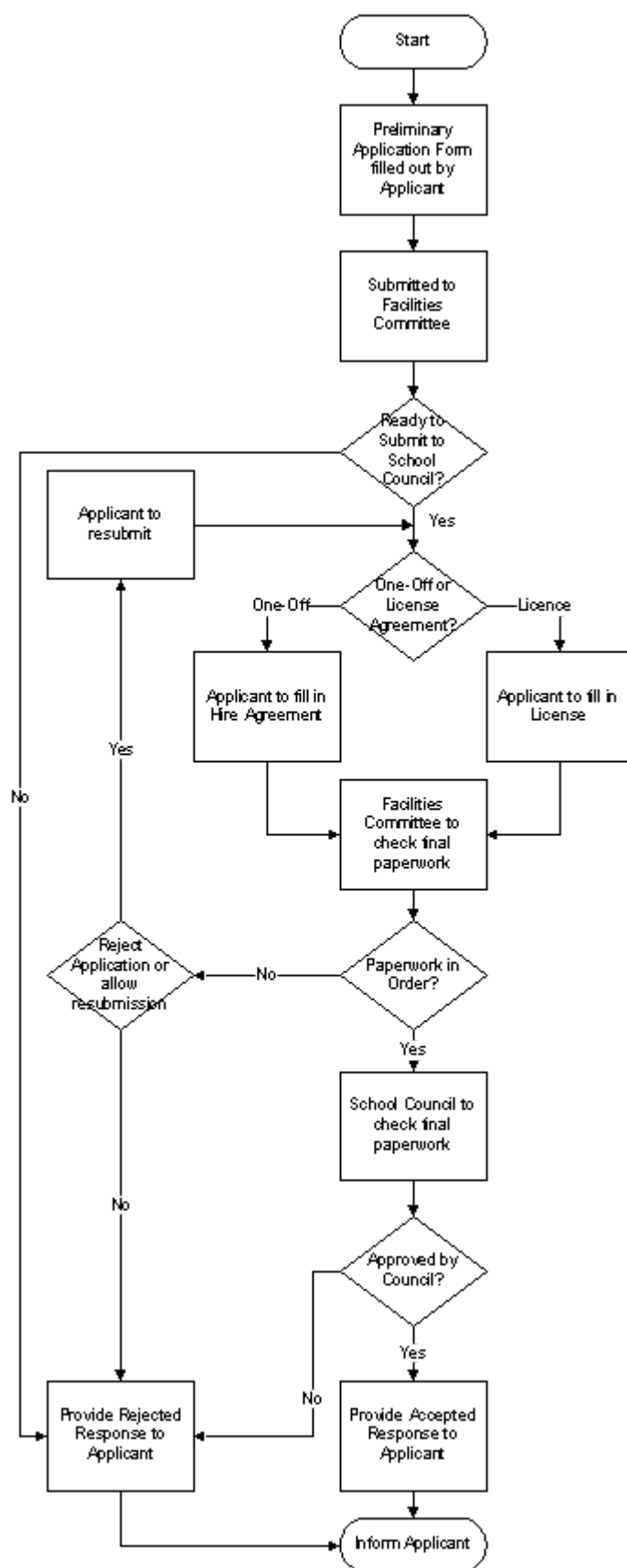
Discounts may apply to facility hire for non-profit tax deductible charitable organisations and for events deemed as "a benefit to education". The discounts to apply will be at the discretion of the School Council, in accordance with these guidelines and will depend upon the circumstances in each case.

The general guidelines for discounts are:

(i) Activities directly related to the School as part of the School function such as committee and working group meetings will not be charged for hire. In addition;

- Government funded institutions for the purposes of education may qualify for a discount rate to be determined on a yearly basis or when the hire rates are reviewed.
- Rehearsal or practice sessions may also qualify for a discount;
- Government approved tax deductible charities may qualify for a 10% discount.

Application for Hire of Facilities



Application for hire of School facilities must be made on the appropriate application form (refer attached). Application forms will be processed to determine availability of facilities required, including areas, equipment etc, and assessment of hire charges. Following determination of these matters and confirmation from the applicant that the booking is to proceed, the appropriate 'Hire Agreement' form will be prepared and forwarded to the hirer. Confirmation of the booking will be given when the Hire Agreement has been signed, and payment of Security deposit has been received.

Hire Agreement Terms and Conditions

The terms and conditions applicable to hire facilities are detailed as part of the application form. Hirers are required to accept the terms and conditions as part of the Hire Agreement. Access to facilities will only be provided after completion of the form, and receipt by the School of the security deposit identified in the hire charges assessment.

Use of Facilities – Safety Issues

The hire and subsequent use of school facilities requires safety of children and staff to be protected. Hirers of facilities are responsible to ensure the activity they are managing and/or staging does not place children or staff at risk of injury.

Key Register

A register will be kept at the School Office of all keys used by Facility Hirers. Keys will need to be signed out and signed back into the School Office, unless there is prior arrangements.



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PRELIMINARY APPLICATION to become an approved hirer of BRIGHTON PRIMARY SCHOOL

2024 FACILITIES HIRE

Application is hereby made to the Facilities Committee of the Brighton Primary School Council to be accepted/included on the RRegistry of Approved Hirers

Name of Person/Organisation etc	
Principal Activity	
Proposed use of Brighton Primary School Facilities	
Description of Facilities to be used (refer to Fee Schedule)	
Contact Person	
Name/Address	
Phone	
Email	
Details of 3 Referees	
1:	

2:	
3:	
Details of Public Liability Cover (enclose copy of your current policy)	
Comments:	

Signed

Date/...../.....



Contact Details

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Review Cycle

This policy was last ratified by School Council	February, 2024
To be reviewed	2026



Brighton Primary School operates within the framework of
the International Baccalaureate Primary Years Programme.