



## Use of School Grounds

### Rationale:

The school possesses extensive school grounds and facilities. The school may make available the appropriate use of these resources by approved organisations at such times.

### Aims:

- To ensure that the school's grounds and facilities are appropriately used by approved organisations outside school hours.

### Implementation:

- The school has the authority to allow or deny the use of school facilities (including school grounds) by organisations when the facilities are not required for school purposes and also have the responsibility to establish the terms and conditions of use.
- All organisations wishing to use the grounds or facilities are required to initially make a written application to the principal detailing the facilities, times and purposes for which the grounds or facilities are being sought.
- Each application will be considered by the principal on its merits, referring to an up-to-date booking schedule to ensure availability.
- The Department of Education provides template Agreements for use by school council which we will use.
- Successful applicants will be advised in writing and may be required to enter into either a 'One-Off Hire Agreement' with the school or enter into a 'License Agreement' for regular use of the grounds or a specific facility. These agreements are required irrespective of whether or not a usage fee is charged.
- Hire and Licence Agreements typically request information such as purpose, dates and times of use, areas of use, key contact names and numbers, a usage fee, details regarding league affiliations, insurance and incorporation details etc as well as detailing the rights and responsibilities of both parties.
- Agreements will also detail issues such as litter, noise control, vehicles on school property, management of keys to gates and toilets, car parking etc.
- The principal will liaise directly with the key contact person/s and visa-versa should any concerns arise.
- School Council via the principal will ensure that the school grounds and facilities are well kept and maintained.
- All usage must comply with school signage.

### Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

Ratified by School Council:      December 2014

To be reviewed: 2017