



DONCASTER
SECONDARY COLLEGE

HIRING OF COLLEGE FACILITIES POLICY

College council will review this policy every three years or as directed by DET

Date approved: March 2019

Date of next review: 2022

RATIONALE

This policy exists to provide a framework for the hiring of school facilities

AIM

- To ensure Doncaster Secondary College complies with the Department of Education and Training (DET) policies and legal agreements for hiring, licensing and shared use of school facilities.
- To ensure that requests received are assessed according to this policy.

IMPLEMENTATION

- School Council is authorised to hire and license school facilities where these are not required for ordinary school purposes.
- The Principal's approval is required for all license agreements, which are established for purposes other than recreational, sporting or cultural.
- School Council retains the right to exclude any groups or individuals who wish to use school facilities if they deem the proposed use as inappropriate.
- Commercial or for-profit groups and unincorporated sporting groups using school facilities must continue to hold current public liability insurance of the value of \$10m.
- Working With Children's Checks are required from all hirers and their staff using school facilities.
- All DET policies and guidelines, including OH&S policies and protocols, are to be adhered to at all times.
- Requests for hiring of school facilities are to be made using the Booking Request form and are to be forwarded to School Council. All groups expressing interest in the use of the school facilities will be required to meet with the appropriate school personnel to discuss the facilities available, the terms of the license agreement and the fees required to be paid for the hiring of those facilities.
- All ongoing hiring arrangements will be regularly reviewed, with the school retaining the right to terminate or not renew any Agreement.

SCHOOL SPECIFIC PROCEDURES

Decisions about the hire of school facilities and resources will be prioritised, in order, according to the following principles, but subject always to any contractual, statutory or regulatory duties of the School:

1. School facilities and resources are to be used primarily for the scheduled educational experiences and programs offered as part of the daily operation and extra curricula programs of the school.
2. School community events e.g. parent evenings, fundraising events
3. Community groups, including not-for-profit organisations.
4. Negotiated and approved commercial organisations.

REFERENCES

Department of Education Guidelines – for hiring of school facilities:

<http://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/sharedfacilities.aspx>

Please also refer to:

- Doncaster Secondary College Presentation and Performance Centre Hire Conditions
- Doncaster Secondary College Community Sports Stadium Hire Conditions
- Doncaster Secondary College David Perry Hall Hire Conditions
- Doncaster Secondary College Sports Field Hire Conditions
- School Council Licence Community Language Schools Hire Conditions