



Utilising Pomonal Primary School as a Community Facility

Purpose

Pomonal Primary School is an integral part of the local community and as such community groups should be encouraged to use school facilities. It is important to enter into a formal agreement to ensure both the school and community group are clear about their rights and responsibilities and to avoid any miscommunications.

Limitations

This policy refers to:

1. Hire Agreements; when a community group is using the school facilities on a 'one-off' basis; and
2. Licence Agreements; when a community group is using the school facilities on a 'regular' basis.

This policy does not include:

- Development and joint use agreements; when the school and a community group co-invest in a new development.

Aim

- To ensure community groups are encouraged to utilise school facilities as a community resource
- To articulate a clear process when entering into an agreement with a community group
- To ensure the school and community groups are clear about their rights and responsibilities
- To enhance the reputation of the Pomonal Primary School within the community and to foster a shared sense of pride in the school

Implementation

- This document is to be read in conjunction with the Department of Education & Training's "Schools as Community Facilities – Policy Framework and Guidelines"
- Any group can request the use of school facilities by submitting an application using the form at Appendix 1. The proposal should be submitted to the Principal who will forward to the School Council for a decision.
- School Council has the authority to allow the use of school facilities by outside bodies when the facilities are not required for school purposes and also have the responsibility

to establish the terms and conditions of use. The School Council will use the checklist at Appendix 2 to determine appropriateness.

- The School Principal will have the responsibility to negotiate and draft an agreement with the group requesting to use the school facilities. This responsibility may be delegated by the principal to other teaching or administrative staff.
- A written 'hire agreement' or 'license agreement' will be signed by the School Council President or nominated representatives and the hirer before the use of school facilities commence (please see templates for these agreements at <http://www.education.vic.gov.au/school/principals/infrastructure/Pages/propertyshare.aspx>). School Council will determine a payable bond and a schedule of fees on a case by case basis. This requirement may be waived if deemed appropriate to do so.
- Commercial or for-profit groups using school facilities must hold current public liability insurance of \$10 million or more and a copy of this insurance must be provided to the school.
- School Council reserves the right to exclude any groups or individuals who wish to use school facilities if they deem the proposed use as inappropriate. The School Council may also revoke a license if the use of school facilities is subsequently deemed inappropriate. The School Council may also revoke use of school facilities if use changes during the life of the agreement and is subsequently deemed inappropriate. A letter will be drafted and sent to the community group by the School Council President on behalf of the school council.

Relevant Documents

DEECD, Guidelines for assessing requests for community use of school facilities, 2010. Available at: <http://www.education.vic.gov.au/Documents/school/principals/community/guidelhardfacil.pdf>

Department of Education and Training, Schools as Community Facilities, 2005. Available at; <http://www.education.vic.gov.au/Documents/school/principals/infrastructure/sacpolfworkg.pdf>

School Council Endorsement: 7 June 2016

Policy review date: May 2019

Appendix I

Request to utilise Pomonal Primary School Buildings and/or grounds

Community Group Name	
Name of person completing this form	
Contact Phone Number	
Email	
Postal Address	
Date/s Requested	
Building/s and/or outside space being requested for use	
Purpose of the request	
Any potential Safety issues to consider? If yes, what are these?	
Will you be generating any waste? If yes, how much and what is your plan for disposal?	
Will you be requiring any access to the toilets	
Will alcohol be consumed on the premises	
Is your group a commercial operation?	
If so, what is your public liability coverage?	

Appendix 2

Checklist for determining suitability to utilise Pomonal Primary School as a Community Facility

<input type="checkbox"/> Questions that will exclude a community group	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> If you answer yes to any of the questions below, the group should not be offered use of school facilities.		
<input type="checkbox"/> Could this group's activities involve the use of firearms or illegal activity?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Could this group's activities include illegal activities?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Questions that could exclude a community group	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> If you answer yes to any of the questions below, it is likely the group should not be offered use of school facilities.		
<input type="checkbox"/> Does the community group's activity interfere with the delivery of school programs?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Could this community group or their activities bring the school into disrepute?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Could the activities of this community group cause damage to facilities or unmanageable risk to students, school buildings or property?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Could this group create excessive noise or pose a nuisance to nearby neighbours?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Questions that may require groups insurance	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> If you answer yes to any of the questions below groups will be required to have insurance to use school facilities.		
<input type="checkbox"/> Does the group's national/state body require them to have insurance (e.g. sporting clubs)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Is the group required to have insurance for regulatory purposes (e.g. early childhood facilities)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Is the group a commercial organisation?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Is the group conducting high risk activities?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Defining high or low risk		
<input type="checkbox"/> Things to consider when defining high or low risk		
<input type="checkbox"/> Is there a high risk of injury associated with the activity (see "Guidelines for assessing requests for community use of school facilities" for		
<input type="checkbox"/> examples of high risk activities)? High risk could include:		
- Use of machinery or sharp objects		
- Use of fire or activities that could cause fires		
- Alcohol consumption (groups only require a liquor license if they sell alcohol)		
- Contact sports		
- Water sports		