

## USE OF SCHOOL FACILITIES

### POLICY

Ripponlea Primary School (“RPS”) has priority use of School Facilities. When these School Facilities are not required for school purposes RPS may allow the Use of them to third parties including local government, community groups and business organisations. The Use of the School Facilities shall be in accordance with the Department of Education and Training (“DET”) *Schools as Community Facilities: Policy Framework and Guidelines*. Refer to

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

### PURPOSE

The purpose of the “Use of School Facilities” policy is to:

- clearly outline the regulations, procedures and requirements relating to the Use of School Facilities by third parties;
- maximise the Use of the School Facilities that can provide significant educational, economic and broader community benefits, including enhancing RPS’s reputation, strengthening partnerships between RPS and communities and organisations, increasing the availability of sports, arts and other facilities, financial savings by the sharing of costs and improved school security;
- ensure the School Facilities are protected and maintained in good condition;
- ensure that requests received are processed and assessed according to this policy and that any Use arrangements are consistent with, and not detrimental to the goals of and programs of RPS.

### DEFINITIONS

**School Facilities** are the buildings and grounds of RPS that are available for use including but not limited to, the Barbunnin comprising the Performing Arts and Visual Arts rooms and the canteen known as the Snack Shack; the LOTE/Italian room; the Library; the Synthetic Multi-Sport Oval; the Basketball Court; and the Mini Pitch.

**Hire** means a one off or occasional arrangement for a fee which provides for the non-exclusive use of a School Facility.

**Licence** means the ongoing regular use of a School Facility for a fee which can provide for the non-exclusive or exclusive use of a School Facility.

**Use** means the Hire or Licence of the School Facilities.

### IMPLEMENTATION

1. The RPS School Council can allow the Use of the School Facilities, when these are not required for ordinary school purposes, for the purposes of educational, recreational, sporting or cultural activities. The Minister’s approval is required for all licence agreements which are for purposes other than recreational, sporting or cultural activities.

2. The Use of the School Facilities will ordinarily be outside of normal school hours but from time to time the School Facilities may be used during school hours e.g. at lunchtimes, for the benefit of RPS students only.
3. The Principal will be responsible for administering this policy and manage the Use of the School Facilities. The Principal will:
  - a. be the initial contact for inquiries regarding the Use of the School Facilities;
  - b. have the discretion to conduct a risk assessment and determine whether or not to allow the Use of the School Facilities as proposed by any RPS associated group, local government or community group or other organisation, based on DET's Schools as Community Facilities: Policy Framework and Guidelines;
  - c. have the discretion to revoke consent to the Use of the School Facilities, subject to the terms of any agreement for the Hire or Licence of the School Facilities;
  - d. be entitled to view or inspect the School Facilities during their use to ensure compliance with this policy and any agreement for the Hire or Licence for the Hire or Licence of the School Facilities; and
  - e. ensure that all users of the School Facilities are aware that RPS does not purchase public liability insurance for Use of the School's Facilities by associated or external groups and the users must accept all risk associated with the Use of the School Facilities.
4. In deciding whether or not to allow the Use of the School Facilities the Principal shall have regard to the following guiding principles. The Use of the School Facilities should:
  - a. cause minimal interruption to the normal day to day operation of RPS;
  - b. have minimal impact on the RPS' administration staff;
  - c. consider the needs of other users of the School Facilities outside of school hours, such as the Out of School Hours program;
  - d. not present unreasonable wear and tear to the School Facilities or equipment;
  - e. not create excessive noise or pose a nuisance to nearby residents;
5. The following uses of the School Facilities will not be allowed:
  - a. 18th birthday parties (unless permitted at the discretion of the Principal);
  - b. 21st birthday parties (unless permitted at the discretion of the Principal);
  - c. events or functions that may involve the consumption of alcohol, unless otherwise first approved by the Principal and subject to proof that the appropriate liquor licence has been obtained.
6. The following uses of the School Facilities will be given priority:
  - a. programs that provide benefit for the students of RPS; and
  - b. programs that improve connections between RPS and the wider community.
7. Sporting groups comprising students of RPS managed by parents) will be permitted to use, without charge, for training outside of school hours subject to the following:
  - a. permission must be sought and obtained from the Principal for the intended use, prior to the intended use;
  - b. when considering an application proper consideration must be given to the needs of other users of the school's facilities outside of school hours, such as Camp Australia;
  - c. adequate adult supervision must be provided at all times;
  - d. a list of contact names and phone numbers of those persons expected to supervise the use of the School Facilities must be submitted prior to the intended use;
  - e. RPS may impose other requirements as appropriate to the intended use of the School Facilities.

8. Local government, community, or other organisations may be permitted to use the School Facilities provided they comply with the following:
  - a. a written request for Hire or Licence is made on the Application for Use of School Facilities Form at Appendix 1.
  - b. upon acceptance of an Application for Use they enter into a written DET Hire Agreement or Licence Agreement;
  - c. unless agreed that the Use is for the benefit of RPS students and may be during school hours access to facilities is after 6:00pm on weekdays or on weekends;
  - d. a list of contact names and phone numbers of those persons expected to supervise the use of the School Facilities must be submitted prior to the intended use;
  - e. school equipment must not be used without prior permission of the Principal;
  - f. they take responsibility for:
    1. collecting and returning keys/equipment according to the terms and conditions of the DET Hire Agreement or Licence Agreement;
    2. ensuring food or drink is not consumed on the synthetic grassed areas;
    3. removing all rubbish;
    4. not permitting smoking within the RPS buildings or grounds;
    5. not permitting the consumption of alcohol within the RPS buildings or grounds unless otherwise first approved by the Principal and subject to proof that the appropriate liquor licence has been obtained;
    6. any damage caused.
9. A schedule of charges for Use will be set annually by the School Council and take into account costs and charges such as maintenance and cleaning costs, utilities (e.g. electricity) charges and security costs. Charges may be varied at the discretion of School Council and a copy of the current charges can be obtained from the School Office.
10. RPS reserves the right to request a refundable bond on acceptance of an Application for Use.

**Ratified by School Council: June 2018**

**Next review date: June 2021**