DANDENONG HIGH SCHOOL
HIRE OF FACILITIES POLICY

Preamble

Dandenong High School has a variety of facilities that community groups can benefit from. Fair and reasonable hiring arrangements can prove mutually beneficial.

Purpose

• To allow the community access to school facilities whilst ensuring the protection of the facilities themselves
• To raise funds to help service the Dandenong High School Cooperative Loan

Implementation Steps

• 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
• School Council has decided to hire facilities such as the Hall, Library, Theatre/Performing Arts Centre, Gymnasium, G2 and G3 to external groups, under the following conditions:
  o That the individuals or organisation hiring the facilities have taken out Public Liability Insurance and can provide documentation to that effect
  o That a written hiring agreement is signed by the hirer before use commences
  o That the written agreement cover such items as:
    a) The period of the Agreement, specific times of use, and areas to be used
    b) Contact names and telephone numbers of both parties
    c) Access and security arrangements including arrangements with keys and locking up
    d) Damage to property and arrangements to repair any damage
    e) Car parking
    f) Notification arrangements to the hirer if the school requires the facility during the normal hire period
    g) School Council’s right to revoke the agreement at any time
    h) A hiring fee

For full details see the Conditions of Hire Document

• School Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities
• School Council reserves the right not to hire facilities to groups it does not wish associated with the school – this includes all birthday parties
• School Council will not charge a fee for the use of facilities by groups associated with the school:
  o eg Parents & Friends Association, Ex Students Association
• The Facilities Manager will be the day-to-day contact for groups hiring school facilities

Evaluation

A minor evaluation of the Policy will be undertaken annually and a major evaluation will take place every 3 years.

School Council Endorsement Date: 20th August 2013