

MILDURA SENIOR COLLEGE

USE OF COLLEGE FACILITIES

Schools are at the heart of local communities. The sharing of facilities between the College and the communities needs to be formalised in a legal agreement to ensure that all parties know their responsibilities and obligations.

Mildura Senior College had two standard types of agreements:

Hire agreements: These are one-off agreements that apply when the community uses a facility on a one-off basis. Examples are a local youth group hiring a hall for their annual presentation night, or a theatre group hiring a hall to stage a play over a number of nights.

Licence agreements: these are regular use agreements that apply when the community uses a school facility on a regular basis. Examples are a local drama group hiring out the school performing arts centre every Wednesday evening, or a local football club hiring the school oval for the season.

Schools should not permit their facilities to be used for activities that interfere with student learning or are against the ethos of the school. This includes activities that:

- Infringe on the delivery of school programs
- Might bring the school into disrepute
- Are likely to cause damage or risk to students, school buildings or property
- Create excessive noise or pose a nuisance to nearby residents
- Are illegal.

Insurance

When community partners use school premises or facilities under a hire or licence agreement, it is essential that the partners have public liability insurance. The insurance policy must be consistent with Department of Education and Early Childhood Development requirements and be for no less than \$10 million for any one event.

Security

The College will ensure that arrangements are made with users for

- Suitable collection and return of keys
- Explanation and demonstration of the school alarm system. (Hirers will be responsible and charged for any unwanted alarm activations that occur during the period of hire)
- Entry and departure arrangements for the community's use of a school facility. Users will be responsible for ensuring that all doors and windows are secured and locked and all lights are turned off when they have finished using the facility
- Activation of the school's alarm system at the conclusion of the activity. (Hirers will be responsible and charged for any unwanted alarm activations that occur during the period of hire)
- Adequate supervision by the hirers of the community members who are using the facility.

Community partners should immediately report to the principal any damage or accident during the use of school facilities. The principal will follow standard procedures for incident reporting and management.

Financial

Under legislation, schools are required to recoup costs when funds are spent on non-educational programs. Any costs resulting from community use of school facilities need to be recovered. College Council will determine the fees charged for hire and licence agreements. Additional charges may be applied after the use of the facility if there are extra costs to the school (E.g. excessive cleaning or unwanted alarms)

Fees for the hire of college facilities will be set on an annual basis by the College Council.

Forms to be completed

Hire Agreements:

All potential hirers are required to complete the application to hire the facility required and this application will be placed before the Mildura Senior College Council at their next available meeting and the applicant will be advised of the outcome within 7 days of that meeting. All applications need to be accompanied by a copy of the public liability insurance of the hirer.

Licence Agreements:

Mildura Senior College has entered into long term licence agreements for the use of the college ovals. Due to the high traffic of these users, the College seeks to limit any further use of these areas by hirers. However, each hire agreement will be discussed on its merits and a decision made by the Council.

Mildura Senior College will review any licence agreements on a bi-annual basis in consultation with the current licence holders.

In establishing and adjusting fees for the use of the school ovals, the College Council will investigate the fees charges by the Mildura Rural City Council for the use of similar facilities. To meet the requirements of the Victorian Government's competitive neutrality policy the fees set will be comparable to those of other local providers.

Presented and passed by College Council

17/03/2014