

FACILITIES HIRE POLICY

RATIONALE

Brinbeal Secondary College (BSC) has facilities from which the school community and broader community may benefit, through agreement and hire outside of normal school hours for appropriate purposes.

AIM

The aim of the Policy is to:

- To ensure Brinbeal Secondary College complies with the Department of Education (DE) policies and legal agreements for hiring, licensing and shared use of school facilities
- Enhance community involvement in the school
- Ensure that hiring arrangements are clearly defined
- Preference will be for hirers whom are providing services targeted at Youth
- To ensure that requests received are assessed according to this policy
- Support school security and reduce vandalism
- Financially support the learning and teaching programs

GUIDELINES

- Under DE policy, School Council is authorised to hire and licence school facilities where these are not required for ordinary school purposes and are to be applied for recreational, sporting or cultural activities
 - Facilities will not be available to hire before 4pm on school days and not available after 11:00pm
- The hirer of the School facilities will be liable for any loss, damage or legal liability incurred and therefore must hold Public Liability Insurance with a minimum cover of \$10 million or more (DE Policy states that is the minimum coverage required to hire out facilities)
- Hire agreements apply when the community uses a facility on a one off basis. The DE one off hire agreement is to be used for such an agreement
- Licence agreements apply when the community uses the school facility on a regular basis. The DE hire agreement is to be used for such an agreement
- Working with Children's Checks are required from all hirers and their staff using school facilities during school hours, and those who are working with children (below the age of 18 years) outside of hours
- The Business Manager will be the initial contact for inquiry regarding facility usage and will be the day to day contact for groups hiring the facilities. A hire of facilities application form is to be completed for all new and interested hirers, this will then be reviewed by the Business Manager in consultation with the Principal before seeking school council endorsement.
- All ongoing hiring arrangements will be regularly reviewed, with the school council retaining the right to terminate or not renew any Agreement
- All hire will be at the discretion of the Principal (and school council) and all hire applications assessed in accordance with Brinbeal Secondary College and DE values. Long term hire will need to be endorsed by school council (school council meets monthly)
- A condition of the hiring agreement relating to the school building use is that the Business Manager or Principal is responsible to organise the entry into the school grounds, attend to security needs

and requirements, and be on site to check facilities condition if there is an emergency callout for insurance and safety purposes

- A hiring charge will be set by the Business Manager and Principal in consultation with school council and reviewed annually
- A hiring fee must be paid in advance to the school prior to the hirer's activity taking place, together with the hirer's Public Liability Insurance cover certificate
- The Business Manager will ensure hire agreements are signed and filed for audit purpose
- The hire agreement may be terminated by the school if damage is incurred as a result of the hiring arrangement
- No alcohol is to be consumed within the grounds or buildings of the school unless approved by the Principal and School Council in accordance with DE guidelines and policy
- Smoking is not permitted within the grounds or buildings of the school
- Any individual or commercial group using the school's grounds inappropriately or trespassing will, in the first instance be issued a warning and if the behaviour continues, the Principal has the authority under DE's guidelines banning entry to the school
- Any DE employee wanting to hire the school's facilities for personal use must also enter a hire arrangement. To ensure compliance with the DE Gift, Benefit, Hospitality Policy all DE employees will be charged for hire of NHS facilities.

FACILITIES AVAILABLE FOR HIRE

Brinbeal Secondary College (BSC) has the following facilities approved by school council available to hire:

- Community Hub Facilities include:
 - Basketball Court 1
 - Basketball Courts 2 & 3
 - Canteen
- Performing Arts Building Facilities include:
 - Auditorium
 - Dance Studio
 - Food Studies Kitchen 3

HIRE FEES

The hire fee is payable by the hirer within 14 days of receipt of the school council's invoice. School Council has discretion to negotiate hire fees at a subsidised rate for long term hirers.

SECURITY DEPOSIT

Payment of a security deposit will help protect the school council against costs incurred in circumstances where the hirer breaches the hire agreement (for example, the hirer damages the school or doesn't pay the hire fee). If this occurs the school council will be entitled to deduct the cost of repairs or non-payment from the security deposit. The amount of the security deposit is per the fee schedule table below.

FEE SCHEDULE

Facility	Hourly Rate (GST exclusive)	Security Deposit	Security Breach Call out fee
Basketball Court 1 – Community Hub	\$55	\$300	\$250
Basketball Courts 2 & 3 – Community Hub	\$100	\$500	\$250
Canteen – Community Hub	\$20	\$200	\$250
Auditorium – PA Building (minimum 2-hour hire)	\$65	\$500	\$250
Dance Studio – PA Building (minimum 2-hour hire)	\$50	\$250	\$250
Food Studies Kitchen 3 – PA Building (minimum 2-hour hire)	\$50	\$500	\$250

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Discussed at annual school council meetings
- Hard copy available from school administration upon request

MORE INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL): [Community Use of Schools – Hiring and Licensing: Policy | education.vic.gov.au](https://www.education.vic.gov.au/community-use-of-schools-hiring-and-licensing-policy)

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2025
Approved by	
Next scheduled review date	December 2026