



HIRE & LICENCE OF SCHOOL GROUNDS FACILITIES

Policy 2021

RATIONALE:

The Government encourages schools to join with local government and community organisations to develop infrastructure which benefits the learning and recreational needs of the wider community. Baden Powell College is encouraged to share the use of college grounds and facilities with local councils, community groups and business organisations. In establishing shared-use arrangements, the financial and legal obligations of all parties should be clearly outlined in a formal agreement.

IMPLEMENTATION:

- College Council has the authority to allow the use of college facilities by outside bodies when the facilities are not required for college purposes. They also have the responsibility to establish the terms and conditions of use.
- All groups wishing to use the college's facilities are required to make an initial written application to the Principal detailing the facilities, times and purposes for which the grounds or facilities are being sought.
- The Baden Powell College Council delegate the responsibility of overseeing hire arrangements to the Principal. Each application will be considered by the Principal on its merits, referring to an up-to-date booking schedule to ensure availability.
- Successful applicants will be advised in writing and will be required to enter into either a 'One-Off Hire Agreement' with the College Council or enter into a 'License Agreement' for regular use of the grounds or a specific facility. These agreements are required irrespective of whether or not a hire fee is charged.
- The College Council will use template agreements provided by the Department of Education.
- Hire and Licence Agreements typically request information such as purpose, dates and times of use, areas of use, key contact names and numbers, security arrangements, details regarding league affiliations, insurance and incorporation details, a hiring fee, litter, noise control, vehicles on college property, car parking etc and the rights and responsibilities of both parties.
- A representative from Baden Powell College will be the contact and liaise directly with the key contact person/s and vice-versa.
- The college reserves the right to use the facilities on any occasion with communication prior to the event ensuring the 'hirer' has adequate time to reschedule.
- College Council via the Principal will ensure that the college grounds and facilities are well kept and maintained in a safe manner.
- The Principal will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
- The Principal reserves the right not to hire facilities to groups it does not wish associated with the College, those not fulfilling payment requirements, that the college has received complaints about or not treating the facilities with care and respect.
- College Council will not charge a fee for the use of facilities by groups associated with the college (e.g.: Parents and Friends Association).

EVALUATION:

This policy will be reviewed as part of the college's three year review cycle.