

POLICY TITLE: Hire Policy
DATE DEVELOPED: February 2021
REVIEW DATE: February 2022

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement
with the World

Academic Excellence

Inclusive Learning
Environment

Personal and Social
Wellbeing

RATIONALE

Essendon North Primary School has the following facilities available for hire (for one-off or very short-term use) or licence (for regular, on-going use) to the community:

- The school Gymnasium and attached foyer area
- The school oval and accompanying facilities - including the gym toilets.

PURPOSE

This policy outlines the implementation of the measures outlined below, in accordance with Department of Education and Training (DET) guidelines.

IMPLEMENTATION

Essendon North Primary School's School Council will only consider applications for the hire or licence of the above facilities if the purpose is for educational, recreational, sporting or cultural activities for:

- students
- the local community
- young persons in circumstances where the facilities are not required for school purposes.

The process at Essendon North Primary School for applying to hire or licence school facilities is:

1. Contact our school's office to request an appointment with the Principal or the Business Manager to discuss the purpose for which you want to hire the Gymnasium.
2. Upon approval in writing from the Principal or Business Manager, the school will determine (in its absolute discretion) the applicable hire fee, terms and conditions of the hire license.
3. You will be required to enter into a written Hire Agreement with the School Council

The School Council's Hire Agreement will require you:

- to have adequate public liability insurance (other insurance might be requested, depending on the use of the facilities);
- in most instances, to pay a hire or license fee for the use of the facilities;
- in most instances, to pay a security deposit; and
- to be bound by the terms and conditions contained in the agreement, including conditions of use of the hired area.

Please contact the school's Principal or Business Manager to discuss your requirements or to obtain further information.

EVALUATION

This policy will be reviewed annually by the School Council. Proposed amendments to this policy will be discussed with the Executive Team, and Finance Subcommittee.

REVIEW CYCLE

This policy was last approved by the School Council in February 2021 and is scheduled for review in February 2022.

DOCUMENT HISTORY

Version	Effective Date	Owner	Description of change
3	February 2021	Kate Barletta	Version 3
2	February 2020	Kate Barletta	Version 2
1	December 2018	Scott Mullen	Version 1 developed in alignment with DET Hire policy and procedures

**Information on revisions and new versions to be added to the top of the table, therefore the most recent is always on top.*