

# BEAUMARIS PRIMARY SCHOOL

## USE OF SCHOOL GROUNDS AND FACILITIES POLICY

The school possesses extensive school grounds and facilities. The school may make available the appropriate use of these resources by approved organisations.

### PURPOSE

To ensure that the school's grounds and facilities are appropriately used by approved organisations.

### POLICY

- The school has the authority to allow or deny the use of school facilities (including school grounds) by organisations when the facilities are not required for school purposes and also have the responsibility to establish the terms and conditions of use.
- All organisations wishing to use the grounds or facilities are required to initially make a written application to the principal detailing the facilities, times and purposes for which the grounds or facilities are being sought.
- Each application will be considered by the Principal on its merits, referring to an up-to-date booking schedule to ensure availability.
- The Department of Education provides template Agreements for use by school council.
- Successful applicants will be advised in writing and may be required to enter into either a 'One-Off Hire Agreement' with the school 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 usage fee is charged.
- The usage fee will be determined by School Council as per requirements of the application.
- Hire and Licence Agreements typically request information such as purpose, dates and times of use, areas of use, key contact names and numbers, a usage fee, details regarding league affiliations, insurance and incorporation details as well as detailing the rights and responsibilities of both parties.
- Additional information may be requested to approve an application.
- Agreements will also detail issues such as litter, noise control, vehicles on school property, management of keys to gates and toilets and car parking.
- The Principal will liaise directly with the key contact person/s and visa-versa should any concerns arise.
- School Council via the principal will ensure that the school grounds and facilities are well kept and maintained.
- All usage must comply with school signage.

### POLICY REVIEW AND APPROVAL

Policy last reviewed	November, 2023
Approved by	Principal, School Council
Next scheduled review date	November, 2026