



ROMSEY PRIMARY SCHOOL HIRE OF FACILITIES & EQUIPMENT POLICY

Rationale:

Romsey Primary School will make available school facilities and equipment while protecting school resources, generating an appropriate income for the school and ensuring that school property remains primarily for school use and educational programs.

Goal:

The hire of school facilities and equipment to the community will be managed in order to make the best use of resources. While building and strengthening relationships within our community, the school will endeavour to gain a financial return for the benefit of students.

Guidelines:

- School Council will determine which school equipment and facilities are to be made available for hire by community groups and individuals.
- Romsey Primary School and its students will not be disadvantaged by the use of the resources by the hirer.
- Rates of hire will be reviewed and set annually by School Council.
- A security deposit is to be made payable for facilities and or equipment prior to use.
- All hiring arrangements are to be approved by the principal or delegate.
- Hirers will be liable for any broken, damaged or unreturned facilities or equipment.
- Hirers must provide evidence of current public liability insurance.

Evaluation:

This policy will be reviewed as part of the school's three-year review.

Date Ratified by School Council: August 2015

Review Date: 2018