Camperdown College

Use and Hire of Facilities and Equipment
Policy

Rationale:
Camperdown College recognises that it has a range of facilities and equipment that could be of use to the wider community. The College will engage in responsible asset management and protection practices to ensure that school facilities and equipment are suitably maintained for ongoing student use and that, where appropriate, they can provide an additional source of income to enhance student programs.

Implementation:
- Impact on student programs will be the prime consideration in determining whether to allow the use or hire of College facilities by outside individuals or groups.
- Consideration will be given to the purpose for which the use or hire is intended. Activities not compatible with the school's function as an educational institution will not be considered.
- Where practical, not-for-profit groups will be invited to make use of College facilities with minimal charge.
- The College will also consider requests from other individuals, groups and organisations that wish to hire school facilities.

Hire of College facilities:
In hiring College facilities or equipment the hirer must complete a hire agreement and adhere to the following conditions:

- To pay the charge, if any, levied by the College Council for or in connection with the use of the College property and any furniture and equipment used to be left in a fit state of cleanliness and tidiness for resumption of school work. In the event of damage occurring to any of the College property, furniture or equipment while it is being used by the hirer, to pay to the Council the cost of making good the damage and that the hirer agrees to accept the decision of the Council on the extent of any such damage.
- That smoking is not permitted within any College buildings or on College grounds.
- That in the event of it being necessary to displace any furniture or equipment the hirer shall, after obtaining permission from the Council’s appointed caretaker, do so at his/her own expense and risk and shall replace the said furniture at the end of the period of hire.
- To remove from the said premises all decorations, sets, signs and other items introduced to the said premises by the hirer and his/her associates and also to remove such debris as may accumulate at the end of each period of hire.
- That he/she or an appointed deputy, will obtain Police assistance on 000 or Fire Brigade assistance on 000 if required.
- That no gambling shall be allowed.
- That the sale of intoxicating liquor is not permitted within the College premises unless an event has been approved by School Council and a liquor licence has been obtained by the event organiser and supplied to the school.
- That the hirer will be fully insured for Public Liability to cover all hire periods included in this contract and must produce a certificate of currency for this policy.
• Not for profit community groups conducting low risk activities are not required to have public liability insurance as per *Schools as Community Hubs* document (DEECD July 2010)
• That the following special conditions will apply to sporting bodies:
  • that a team manager or other responsible adult shall be present at all times during the period of hire, to supervise conduct of those present for the safekeeping of all parts of the building accessible to the hirer.
  • that the hirer shall not under any circumstance sub-let any booking or part thereof to any other sporting club or group.
  • that the Council shall have the right to cancel any agreed date of hire and instead refund any money paid with respect to that date on giving at least seven days notice of its intention.
• That in the event of any or all conditions 1 –10 being breached, the council shall have the right to vary or cancel all or part of the contact.

**Hire of Frederick Street Sports Complex:**
The hirer must agree to the terms of the user agreement:
• Camperdown College has exclusive use of the facility between 9 am and 3.30 pm Monday to Friday unless prior arrangement is made with the school.
• Anyone wishing to hire the facility must book through the Senior Campus College Office (55931617) and pay the agreed hiring fee.
• Key collection is from the Senior Campus Office and it is the responsibility of the hirer to ensure that all keys are promptly returned after use.
• Smoking is prohibited within the Frederick Street Sports Precinct.
• Users of the facility must ensure that it is left in a clean and tidy condition and ensure rubbish is placed in the bins provided.
• The toilet block is cleaned before each hired event. It is the responsibility of the hirer to leave toilet blocks in the same clean condition at the end of the event. This includes emptying all rubbish from toilet bins into main rubbish bins.
• Running spikes may be worn on the running track. No studded boots are to be worn on track or for field events.
• Any potential or actual problems are to be reported immediately to the College Office.
• Any damage must be paid for in full by the hirer.
• Hire of athletics track does not include the use of the stadium toilets.
• Hire of athletics track does not include the use of Little Athletics shed or equipment. Hirer must arrange hire of these facilities through Little Athletics and pay any associated hire fee.
• Vehicular access onto the athletics track is prohibited (emergency vehicles excepted).

Hiring of the athletics track during the Little Athletics season will give the hirer access to the marked lines as an entitlement of the hiring fee. Additional line marking that arises as a result of the athletics track being hired outside of the Little Athletics season is not guaranteed and will be at the expense of the hirer.

**Borrowing College equipment:**
Camperdown College staff, students or parents may seek approval from the Principal to borrow College equipment. Permission is granted on the basis that the cost of any repair or replacement will be fully borne by the individual borrowing the equipment.

**Evaluation:** This policy will be reviewed every two years or more frequently if required by changed circumstances.
This policy was last ratified by School Council in June 2014

Appendix:
APPENDIX A: Application to hire College facilities
APPENDIX B: User Agreement for Hire of Frederick Street Sports Precinct