

Out of School Hours Use of School Facilities Policy

Rationale:

Alphington Primary School (APS) is centrally located within Alphington. The school is a focal point for the community and has a 100 year history of active parent and community involvement.

The school is committed to fostering community engagement while recognising its responsibility to protect and preserve its facilities to ensure that the facilities remain safe and welcoming for APS students.

The broad guidelines below outline when and how APS facilities may be used out of school hours. This policy is framed within the Department of Education guidelines for 'Community Partnerships' and is underpinned by the five APS values of integrity, respect, collaboration, inclusiveness and curiosity.

Aims:

To:

- Ensure APS facilities remain safe and welcoming for APS students and staff
- Support APS to continue being a focal point for community engagement
- Facilitate the use of APS facilities in a responsible and equitable manner
- Ensure a transparent and accountable basis for all out of school hours use of APS facilities.

Implementation:

1. Priority will be given in order:
 - All school activities take precedence over any other requests.
 - Non-school activities that involve APS students, including extra-curricular activities and out of school programs.
 - Non-School activities, both community and commercial, that financially support the school, including fundraising events.
 - Other Non-school including social activities.
2. Applications for use must be made in writing to the Principal for School Council approval in advance and Include a signed copy of Appendix I.
3. Approval will be granted by School Council.
4. All individuals or groups must provide a copy of the appropriate insurance and license for activities conducted within the school premises to the Principal with Appendix 1.
5. No activities are to disrupt the normal operations of the school or its management.
6. All activities must be concluded 11pm in consideration of the neighbourhood and keys returned on the first school work day following the event.
7. The School's emergency management procedures and OHS policy apply to all individuals and groups using the school facilities and grounds at all times.

8. The School's Community Behaviour Agreement applies to all individuals and groups using school facilities and grounds at all times.
9. All individuals or groups using the facilities will be held financially responsible for any damage incurred to the facilities during their event.
10. The Principal has the authority to prohibit any potential individual or group from entering or remaining within the school at any time.
11. Activities conducted within the school premises do not reflect the beliefs or views of the school or its community.

Fees:

- A fee will be charged for the use of all facilities and grounds for any non-school activity.
- This fee will be set below market rate to reflect the importance of community engagement to the school. However, it will aim to ensure that the facilities can be maintained and remain safe and welcoming for all APS students and staff. A table of indicative 2013 fees are given below.

Facility	2013 indicative fee
Multi-purpose room	\$400
Kitchen	\$200
Classrooms 1 and 2	\$400

- Fees may be reduced or waived at the discretion of the School Council. This subsidy will reflect the importance of the activity for the school.
- Fees will be agreed prior to use of the facilities in writing with the Principal.
- Bond of \$400 to be returned upon satisfactory handover.

Evaluation:

This policy will be reviewed annually to ensure that it accurately reflects understandings and agreements between the school and the community.

This policy was last ratified by School Council in ...

November 2013

Appendix I
Out of School Hours Use of School Facilities Agreement

Group

Event Date

Event start time and expected duration

Responsible Individual

Agreed process for returning keys

I agree as the Responsible Individual and the Groups representative that:

- There will no sale of alcohol during the above Event
- I will have the School keys at all times during the Event and that they will be returned as above before 11pm
- Consideration will be made to the local neighbourhood throughout this Event
- Any damage will be reported in full to the Principal no later than the next school day
- The Group will be responsible for any damage caused during the event
- The Group will ensure that the school facilities will be cleaned and ready to use before returning the school keys
- The School will be securely locked and alarmed after the Event
- I have read the APS's OHS policy and emergency procedures and undertake that the Group will commit to abide by them at all times
- I have read the APS's Community Behaviour Agreement and that the Group will commit to abide by it at all times
- The Group has the appropriate insurance and licences for this event and that proof has been provided to the Principal

Signed

Dated