



## COMMUNITY USE OF SCHOOL FACILITIES PROCEDURE

### 1. STATEMENT:

*Boort District School has a vital connection with many community groups. School facilities such as rooms and grounds, and equipment, are requested for use by these not for profit community groups.*

### 2. IMPLEMENTATION:

#### 2.1 Regular use of school facilities – eg. buildings, grounds.

- *Community groups require School Council approval.*
- *Regular community groups are to complete a licence agreement.*
- *All damage is to be reported, repaired and / or replaced.*
- *Users will receive an orientation of facility use.*

#### 2.2 Occasional use of school facilities - eg. buildings, grounds.

- *Community groups require School Council or the Principal's permission.*
- *All damage is to be reported, repaired and / or replaced.*
- *Community groups will receive an orientation of facility use.*

#### 2.3 Borrowing of school equipment – eg. Marquees, data projectors, microphone, stage.

- *School equipment can be borrowed by not for profit community groups.*
- *Equipment is to be borrowed through registering at the school office.*
- *All damage is to be reported, repaired and / or replaced.*
- *Community groups will receive an orientation on equipment or facility use.*
- *Groups that charge the school for facilities / equipment hire may be charged.*

#### 2.4 The Principal has the right to refuse access to school facilities and equipment.

#### 2.5 The use of school facilities or equipment is to be recorded at the school office.

### 3. REFERENCE:

*Boort District School Community Use Of School facilities Guidelines*

For further information on hiring school facilities, please contact the Assistant Principal and refer to following Department of Education policy link - <https://www2.education.vic.gov.au/pal/community-use-schools-hiring-and-licensing/policy>