



BEVERLEY DISTRICT HIGH SCHOOL

Community Use of Facilities and Equipment

Our Vision

In unity, nurturing learning and life for the future

INTRODUCTION

Beverley District High School has many facilities that may be of value or use to our community. It is our policy to allow community use of these facilities where possible. The school will allow community use of any facilities or equipment where it is deemed feasible.

Community use of school facilities can provide a number of benefits to both the school and the community. These include:

- the development of positive perceptions about schools and learning.
- the development of cooperation and goodwill in school/community relationships.
- increased community awareness of school activities.
- the opportunity for schools to improve their curriculum and learning programs through access to a wider range of resources and talents in the community.
- improved levels of security for the school through out of hours use.
- access for the community to a wider range and, in some cases, a better standard of facilities.
- and, more efficient utilisation of the community's large investment in school facilities.

The following information sets out our School Policy for community use of facilities.

Who can use School facilities?

Any individual or group is eligible to apply to use school facilities or equipment, as long as they abide by the conditions outlined in this policy.

The Principal will have the final say over who is eligible to use school facilities and what facilities are available.

What facilities or equipment can you use?

You can negotiate to use any part of our school grounds or buildings, or any pieces of equipment that we have. This is dependent on their availability and the suitability of the user to safely manage the facility or equipment.

When can you use school facilities?

School facilities can be used anytime they are not required for school purposes. Use of facilities for school purposes will at all times have priority over community usage.

How do you book school facilities?

Facilities can be booked in advance through the School Registrar. A booking form must be completed and a refundable deposit paid. The deposit will be \$10 plus 20% of the estimated hire cost. Where the equipment used is expensive or easily damaged a larger bond may be requested. The person making the booking must accept responsibility for the facilities hired.

How much will it cost?

The school will only charge enough to cover the cost of maintenance (and in some cases replacement) as well as any utilities charges incurred. Specific costs are indicated at the end of this pamphlet. Charges can be negotiated to suit individual circumstances. Additional charges may be levied if the school incurs any extra costs as a result of the use of facilities eg, a cleaning charge if facilities were not left in a clean and tidy state.

What about Insurance?

The school provides no insurance for community use of facilities or equipment. Users are encouraged to take out their own insurance as appropriate. High risk activities may not be permitted without proof of insurance being provided.

What uses are prohibited?

- Activities which might bring the school into disrepute.
- Activities likely to cause damage or risk to school buildings or property.
- Activities which create excessive noise or pose a nuisance to nearby residents.
- Gambling or illegal activities.

Education Department policy on the use of alcohol and smoking on school premises must be observed. Smoking is prohibited. Alcohol consumption may be permitted under the following guidelines:

- *through the application for a special licence through the licensing court,*
- *provided that the consumption is outside school hours and not in the vicinity of school children,*
- *the user group to have clear responsibility for supervision, cleaning, etc.,*
- *consumers are over 18 years of age,*
- *the Principal's approval has been received.*

What are the responsibilities of the users?

- To understand the conditions under which school facilities are hired and accept responsibility for them.
- To take responsibility for the security of the facilities during the period of hire. This includes ensuring security is satisfactory once hire is complete.
- To report any damage or maintenance required back to the school at the end of the period of use.
- The user is required to pay for any items that are lost or wilfully damaged. The school will pay for ongoing maintenance and repair.
- To make sure the facilities are left in a clean, tidy and secure state.
- To ensure adequate and appropriate supervision is provided at all times school facilities are in use.

Want to know more?

Contact the Registrar or Principal at the School during office hours.



Beverley District High School

Conditions for use of School Facilities/Equipment

The user agrees:

- a) to use the premises only on dates and times specified in this Agreement;
- b) not to interfere in any way with the operation of the school or with records, materials or equipment of the school, staff or students and in particular not to use any machinery or equipment other than the equipment specified;
- c) to use only such equipment as is specified, not to remove any piece of equipment from the premises and to ensure that equipment and furniture are left as found;
- d) to permit the Principal to use the bond/deposit towards meeting the costs of repair or replacement of equipment and/or re-keying in the event of lost keys;
- e) not to make or permit any structural alteration, including the attaching of nails, screws or other fastenings to walls or fittings, to the school premises;
- f) to obey any request by the Principal concerning the use of premises or equipment, including government regulations which prohibit smoking upon the premises;
- g) to produce if required, evidence of qualification to act as supervisor and to supervise activities which involve risk of injury;
- h) not to permit any alcohol to be brought upon or remain on the school premises without required permission from the school Principal, and compliance with the regulations regarding alcohol on school premises;
- i) to ensure that no illegal activity is carried out upon the premises;
- j) to leave the premises, and any toilets or other parts of the school buildings and all routes of access and exit used by the User in a clean and tidy condition;
- k) to ensure appropriate supervision of and accept responsibility for the behaviour of users;
- l) to allow the Principal or his/her nominee to enter the premises at any time for the purpose of inspecting the premises or equipment and to make such repairs as may in his/her opinion be necessary;
- m) to vacate the premises on or before the authorised time each day of use and to lock up and secure the premises at the end of each session;
- n) not to have keys duplicated or pass them on to third parties;
- o) to only use those parts of the premises specified on this form;
- p) to repair or make full restitution for any damage to buildings, fixtures or equipment to the Principal's satisfaction;
- q) when any equipment or structure is found to be unsafe to cease use and to notify the Registrar by phone before the beginning of classes on the next school day;
- r) to notify the Principal immediately in writing of any accident to any person during use and to provide such statements from witnesses and the injured person as the Principal may require



Beverley District High School

Application to use School Facilities/Equipment

Organisation: _____

Name of person responsible for use: _____

Address: _____

Phone – Work: _____ Home: _____

Facility/Equipment required: _____

Purpose: _____

Date borrowed: _____ Time _____

Nominated Return Date: _____

Date returned: _____

I agree to the conditions described in the "Conditions for use of facilities" overleaf and will accept full responsibility for school facilities/equipment used. I agree to pay the Hire Charge and Bond as indicated below.

Person responsible for user group

Date

Office Use Only

Deposit \$ _____

Returned \$ _____

Hire Charge \$ _____

Paid _____

Keys issued _____

Returned _____

Special arrangements: _____

Principal or Nominee

Date

Comments: _____



Beverley District High School

SCHEDULE OF HIRE CHARGES

- Chairs/Tables \$1.10 per day
- Class Rooms \$11.00 per hour
- Computer Room & Computers \$22.00 per hour
- Library \$11.00 per hour
- Electrical Equipment (stereos/videos etc) \$11.00 per day
- Oval \$33.00 per day
- PA System \$100.00 per use
- Digital Projector & Screen \$50.00 per use
- Marquise (x 3) \$20.00 each per use
- Sports Equipment \$11.00 per day
- Screens & Pin up Boards \$ 5.50 per day
- Trailer \$33.00 per day
- TV & Video Unit \$16.50 per day
- Undercover Area \$ 5.50 per hour

Please Note: These charges are only a guide, and can be negotiated with individual groups under special circumstances. Facilities and equipment not listed here can be hired by negotiation.

All charges include GST.