

ST JOSEPH'S COLLEGE, MILDURA



Policy Number:	COLLEGE 37
Policy Name:	Hire of Facilities Policy
Contact Officer:	Principal
Date Approved by Executive:	September 12, 2019
Date of Next Review:	September 2022
Related Policies:	Hire Agreements – Stadium, Theatre & Hall OH & S Policy Duty of Care Policy Working with Children Policy Child Safe Policy

PREAMBLE

God is at the centre of our College...Mercy is the heartbeat of the Gospel. We encourage every student to grow in the fullness of life and realise their potential through the bread we break at school, the bread of relationships and the bread of conversation. Let us engage the heart and bring faith to life and life to faith (Thomas Groome).

LEGISLATION

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 870*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

1. PURPOSE

1.1 The purpose of this policy is to provide a framework for the hiring of College facilities.

2. OBJECTIVE

2.1 To ensure St Joseph's College complies with both Mercy Education Ltd and Catholic Education Office requirements for compliance and legal requirements for the hiring of College facilities.

2.2 To ensure that College staff assess all hire requests in accordance with this policy.

2.3 To ensure that all hire request are aligned to the Mercy Ethos of the College and the Catholic Faith. Please refer to the College website, specifically 'History & Mercy Ethos', 'Core Values' and 'Vision and Mission'.

2.4 The College is first and foremost an Educational Institution. As such, priority will be given to the College needs and the needs of students and staff.

3. BOOKING PROCEDURE

3.1 All enquiries for hire are to be directed to the main administration office located at the Enright Campus.

3.2 Providing the potential hire is in line with this policy and the College Mercy Ethos, the dates of hire must be checked and reviewed by the College Daily Organiser/Timetabler, with the College needs to be prioritised at all times.

3.3 The policy document and attached Application Form are then provided to the hirer.

3.4 The policy document and Application Form (**Appendix 1**) must be completed in full, signed and returned to the College in person, mail or email. **Please note**, this must be received by the College with no less than **4 weeks' notice**.

3.5 The College Management Team (CMT) must then review and approve requested bookings and ensure they are in line with this policy and the Mercy Ethos of the College.

3.6 The hirer will be notified of the decision immediately and a full Hire Agreement provided within 2 weeks of notification. The hire agreement must be completed and returned in full along with all supporting documentation including Public Liability Insurance and Working with Children Checks (WWC).

3.7 An invoice will be provided for the bond and applicable hire fees based on booking dates. The invoice must be paid prior to actual booking/event date.

4. SCHOOL SPECIFIC CRITERIA & RULES

4.1 Principal - The Principal reserves the right to cancel any hire/booking if they believe it is not in the College best interest, does not meet the Mercy Ethos of the College, or does not suit and/or fit with current demands and requirements of the schools operations at time. The Principal is best positioned to understand all aspects of the College and its day to day operations and requirements. As such, they may have information or understandings that other managers may not be aware of and are best positioned to make this decision.

4.2 Commercial Hiring - Hiring for Commercial purposes is not permitted in any College facilities, due to the College 'Not-for-Profit' status.

4.3 Meals – Under the College occupancy permits a function is not permitted. A function is where a sit down meal is provided. Events which relate to education are excluded. Light refreshments may be provided if approved by the College.

4.4 Alcohol – No alcohol is permitted for distribution or sale at any hire event at any College facilities or grounds.

4.5 Smoking – No smoking is permitted by law within 4 metres of any school entrance. Smoking is strictly NOT permitted within any College hire facilities or grounds.

4.6 College Policies - All College policies must be upheld at all times including OH & S Policy, other safety related policies and Duty of Care. See the College website to view these policies.

4.7 Ongoing Hire Arrangements - All ongoing hiring arrangements will be regularly reviewed, with the College retaining the right to terminate or not renew any Agreement.

4.8 Working with Children Checks - All hirers must have current Working with Children Checks (WWC), this includes the owner/operators of groups or organisations and any main event managers. Please refer to Working with Children Policy on the College website.

4.9 Public Liability Insurance - All hirers must have current Public Liability Insurance for not less than \$10,000,000 for any College facilities hired.

4.10 Cleaning – The College facilities will be provided in clean condition, it is the responsibility of the hirer to return the facilities in same condition as hired. Cleaning cupboards and supplies are provided. Contract Cleaning can be organised for matinees or as in-between cleans, and/or for end of hire cleaning. Such cost will be charged in full to hirer.

4.11 School Terms – During the school term hirers are not permitted to access any facilities until after 5pm as part of the College Child Safe policies and requirements.

4.12 School Holidays – Hiring during school holidays maybe permitted but is dependent on the needs of College. If school students are attending the College during school holidays or any part of the College is open for their access, then 4.11 applies with no access until after 5pm. Access may also be restricted depending on compliance & testing requirements of the College, and Contractor access which may be required.

4.13 Child Safe Standards – All hirers must agree and sign the Child Safe Standards page of the hire agreement to acknowledge they understand these requirements.

4.14 Risk Assessment / OH & S – All hirers who have been approved to hire (Based on the Hire of Facilities Policy and Application Form), must complete a Hire Agreement in full including full Risk Assessment and OH & S sections. The College reserves the right to cancel any approval for bookings based elevated risk and/or lack of OH & S understanding and knowledge.

APPENDIX 1: HIRE OF FACILITIES - APPLICATION FORM

Organisation Name / Applicant Name	
Contact Person Name	
Contact Phone numbers	
Mailing Address	
Email Address	
Type of Event	
Description of Event (Attach or provide programs/flyers or supporting information)	
Expected Number of Attendance Please Tick below:	
<input type="checkbox"/> Theatre Including: <input type="checkbox"/> Change Rooms <input type="checkbox"/> Data Show <input type="checkbox"/> Full Working Lights <input type="checkbox"/> Back Stage <input type="checkbox"/> Dance Studio Only	
<input type="checkbox"/> Stadium Including: <input type="checkbox"/> 1 Court Only <input type="checkbox"/> 2 Courts <input type="checkbox"/> Full stadium hire including foyer	
<input type="checkbox"/> Hall Including: <input type="checkbox"/> Stage <input type="checkbox"/> Kitchen (Prep Only – No Cooking Allowed)	
<input type="checkbox"/> Public Liability (<u>Please Tick to confirm you have insurance (provided as part of Hire Agreement)</u>)	
<input type="checkbox"/> Working with Children Check (<u>Please Tick to confirm you have WWC Cards</u>)	
<input type="checkbox"/> Other Information Attached	
Hirer Signature:	
<p>I hereby acknowledge the Facilities Hire Policy, including other related policies & documents (Refer to College Website), and confirm that the information supplied above is correct.</p>	
Print Name:	Signature:

Please Note: This document is not the Hire Agreement but an acceptance of College Policies and Procedures. Hire Agreements and other supporting documentation will be required once approval has been granted for hire.