



Purpose of this Information

The Education and Training Reform Act 2006 (Vic) provides school councils with the power to allow others to hire or licence school facilities (buildings and grounds) for the purposes of educational, recreational, sporting or cultural activities for students, the local community or young persons in circumstances where the facilities are not required for ordinary school purposes.

School Councils must use the Department’s agreement templates for hire, licensing and community joint use agreements with third parties.

Definitions

Agreement Type	Description
Hire	Is used when the community uses a facility on a one-off basis, such as a youth group hiring a school hall for its annual presentation night.
Licence	Is used when the community uses a school facility on a regular basis.
Community Joint Use	Is a more detailed agreement which applies when a school and/or a third party contribute to the construction of a new building or upgrade of an existing facility, such as: The construction of a new sports stadium at a school, funded by both the school and local council, to be used by the school and local community sporting group.

Polling Places

The Australian Electoral Commission and the Victorian Electoral Commission are empowered to use schools as polling places during an election. If there is a conflict of demand with respect to the use of school premises on election day, the facilities must be made available to use as a polling place.

The Department’s Polling Place Licence should be used for arrangements with the Federal Australian Electoral Commission.

For State elections, there is no Polling Place Licence for schools to complete.

See - [Electoral and Polling Usage](#)

Implementation

- School Council is authorised to hire and licence school facilities when these are not required for ordinary school or election purposes.
- School Council retains the right to exclude any groups or individuals who wish to use school facilities if they deem the proposed use as inappropriate.
- All DE policies and guidelines, including OHS policies and protocols, are to be adhered to at all times.
- All ongoing hiring arrangements will be regularly reviewed, with the school retaining the right to terminate or not renew any Agreement.
- Decisions about the hire of school facilities and resources will be prioritised according to the following principles, but subject always to any contractual, statutory or regulatory duties of Frankston Primary School, and include:
 - School facilities and resources to be used primarily for the scheduled educational experiences and programs offered as part of the daily operation and extra curricula programs of the school.
 - School community events, such as parent information evenings, school fundraising events
 - Out of School Hours Care
 - Community groups, including not-for-profit organisations
 - Negotiated and approved commercial organisations.
- All groups expressing interest in the use of the school facilities will be required to meet with the Principal or Principal's delegate to discuss the facilities available, the terms of the licence / hiring agreement and the fees required to be paid for the use of those facilities.

The hiring /licensing agreement will include:

- The need to have adequate liability insurance (other insurance might be requested depending on the use of the facilities) and evidence of current insurance
- In most instances, the need to pay a hire or licence fee for the use of facilities
- In most instances, the need to pay a security deposit
- Clause binding user of facilities by the terms and conditions contained in the agreement.

Requests for hiring of school facilities are to be made using the form in Appendix One and are to be forwarded and discussed to, and with, the Principal on behalf of School Council.

References

[Department of Education and Training Guidelines – for hiring school facilities](#)

Frankston Primary School: Hire of Facilities and Resource Application

Organisation Details

Name of Individual / Organisation: _____

Address of Organisation: _____

Phone No: _____

Email: _____

Organisation ABN: _____ Is the Organisation Incorporated Yes / NO

Contact Details

Contact Name: _____

Position held within Organisation: _____

Address: _____

Phone: _____

Email: _____

Facility Hire Details

Facility Hire Requested: _____

Purposed for hiring facility: _____

Requested date of hire: _____

Requested time of hire from / to: _____

(Please indicate the times that you propose to enter and vacate the premises, not the start and finishing time of the activity)

Anticipated number of attendees: _____

In addition to the above, I/We request permission to use the following school equipment:

I / We have the following connection to the school community:

Are you providing extracurricular programs to the school? Yes No

Are you a community group who engages students of this school? Yes No

Are you a community group that has a direct connection with the school community? Yes No

Do you operate on a not-for-profit or a profit-making basis? _____

Requirements

- Staff using the school facilities hold current WWCC (please tick if current and supply evidence with completed form)
- The organisation holds current public liability insurance of the value of at least \$10m (please tick and supply evidence with completed form)

Please forward this form once completed along with appropriate supporting documentation marked
Attention of the Principal to: frankston.ps@vicc.gov.au