



# PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197

Phone 9772 4011 Fax 9776 0421

Email: [patterson.lakes.ps@edumail.vic.gov.au](mailto:patterson.lakes.ps@edumail.vic.gov.au)

P.O. Box 330, Patterson Lakes, 3197

Principal: Stan Szuty

Website: <http://www.patterson-lakes-ps.vic.edu.au>

## SCHOOL MULTIPURPOSE FACILITY [HALL] POLICY

### RATIONALE

The Patterson Lakes Primary School Hall is a multipurpose facility designed to benefit the school and wider community. The Patterson Lakes Primary School Council has the responsibility of establishing, maintaining and updating the terms and conditions for use of the School Hall by external bodies.

### AIMS

To allow the wider community maximum access to school facilities whilst ensuring the protection of the facilities.

### IMPLEMENTATION

- The PLPS School Multipurpose Facility (Hall) is an unlicensed venue and the consumption of alcohol may only be permitted upon receipt of a submitted application in writing to the Principal.
- Upon acceptance of such application the hirer must obtain an alcohol licence from the Victorian Liquor Licensing Board, for the duration of the event and produce this to the Principal or nominee in hard copy at least two days prior to the event taking place.
- School Council has the authority to allow the use of the school facilities by outside bodies when the facilities are not required for school purposes.
- Every outside body who hires the Multipurpose Facility (Hall) will be expected to abide by the Terms and Conditions of Use (See Appendix A).
- School Council will hire out the School Multipurpose Facility (Hall) under the following conditions:
  - That the individuals or organisation hiring the facilities have taken out public liability insurance and must provide documentation to that effect.
  - That a written hiring agreement is signed by School Council President (or nominee) and the hirer before use (See Appendix B & C).
  - That the written agreement (See Appendix B & C) covers:
    - a. The period of the agreement, allocated times and specified zones for use.
    - b. Contact names and telephone numbers of both parties.
    - c. Access and security arrangements including arrangements with keys and locking up.
    - d. Damage to property and arrangements to repair any damage.
    - e. Cleaning arrangements.
    - f. Car parking and toilet access.
    - g. Notification arrangements to the hirer if the school requires the facilities during the normal hire period.
    - h. School Council's right to revoke the agreement at any time.
    - i. A hiring fee plus any refundable deposit for keys (See Appendix D).
    - j. A pre and post inspection report for one off events, per 'zones' (See Appendix E & F).
- School Council has a \$20million Public Liability Cover.
- School Council will respond as appropriate to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
- School Council reserves the right not to hire facilities to groups with which it does not wish the school to have an association.
- The Principal (or nominee) will be the day to day contact for groups hiring school facilities.

### EVALUATION

This policy will be reviewed as part of the school's annual review cycle and/or as per DEECD recommendations.

### CERTIFICATION

This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School, on October 2013.

Signed.....  
School Council President

Signed.....  
Principal



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## APPENDIX A – SCHOOL MULTIPURPOSE FACILITY (HALL) CONDITIONS OF HIRE

1. The PLPS School Multipurpose Facility (Hall) is an unlicensed venue and the consumption of alcohol may only be permitted upon receipt of a submitted application in writing to the Principal.
2. Upon acceptance of such application the hirer must obtain an alcohol licence from the Victorian Liquor Licensing Board, for the duration of the event and produce this to the Principal or nominee in hard copy at least two days prior to the event taking place.
3. Any damage to the School Multipurpose Facility (Hall) arising from private use is to be paid for by the hirer named on the paperwork.
4. Any damage/loss to personal property or injury to patrons during the hire period is not the responsibility of Patterson Lakes Primary School or any persons associated with PLPS.
5. The Hiring Fee and the Bond is to be paid to Patterson Lakes Primary School at least one week prior to the event taking place.
6. The Hirer must not sub-let the venue or part thereof.
7. The Hirer shall not attach anything to the walls, floors or any part of the building without written approval from the Principal.
8. The Hirer shall not allow offensive and/or illegal behaviour or smoking to take place whilst on the school premises within school boundaries. This includes breaches of the “Environment Protection Act” as it relates to noise pollution.
9. The Hirer must adhere to the times set down in this contract.
10. Before leaving the premise, all heaters and lights must be switched off. All doors and windows must be locked and checked and security alarm(s) activated. (If there is a problem with activation of the alarm of securing the premises, the Hirer must contact the Principal or Assistant Principal).
11. Any tables, chairs or other equipment must be returned to their original position.
12. All cleaning and removal of rubbish is the responsibility of the Hirer at the conclusion of the event or the Bond may be forfeited.
13. All personal equipment must be taken away as the facility may be needed immediately after use. Personal equipment which is left on the premises will not be the responsibility of Patterson Lakes Primary School or its employees or volunteers.
14. All keys issued to the Hirer must be placed into the drop box situated by the entrance of the School Multipurpose Facility (Hall), immediately upon the conclusion of the event.
15. The Bond will be refunded after the facility has been inspected and is found to comply with the pre-hire inspection report.
16. Patterson Lakes Primary School or the DEECD is exempt from liability in the case of public hire of school property.
17. The Principal as School Council Executive Officer will review ongoing contracts annually (in January).



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## APPENDIX B – SCHOOL MULTIPURPOSE FACILITY (HALL) HIRER CONTRACT

I, \_\_\_\_\_ of \_\_\_\_\_

have read, understood and agree to the conditions of hire outlined in the School Multipurpose Facility (Hall) Hire Agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: (on behalf of School Council) \_\_\_\_\_

I, \_\_\_\_\_

have received the keys for Patterson Lakes Primary School Multipurpose Facility (Hall).

Key Identification: \_\_\_\_\_

These keys will be returned on: \_\_\_\_\_

- All lights will be turned off, all doors and windows will be locked securely, and the Security System will be switched on.
- No rubbish will be left at Patterson Lakes Primary School Multipurpose Facility (Hall).
- No equipment, unless prior arrangements have been made, will be left at Patterson Lakes Primary School Multipurpose Facility (Hall).



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## APPENDIX C – SCHOOL MULTIPURPOSE FACILITY (HALL) HIRE AGREEMENT

**HIRER'S COMPANY NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** **Private:** \_\_\_\_\_

**Business:** \_\_\_\_\_

**DATE REQUIRED:** \_\_\_\_\_

**MON**  **TUES**  **WED**  **THURS**  **FRI**  **SAT**  **SUN**

**COMMENCEMENT TIME:** \_\_\_\_\_ **EXPIRY TIME:** \_\_\_\_\_

**TYPE OF FUNCTION:** \_\_\_\_\_

**APPROX NO OF PEOPLE ATTENDING:** \_\_\_\_\_

**SPECIAL REQUESTS:** \_\_\_\_\_

**COST OF HIRE:** \_\_\_\_\_

**FACILITY REQUIRED:** \_\_\_\_\_ **COST:** \_\_\_\_\_

**A BOND OF \$500.00 IS REQUIRED**

(This *may* be altered in accordance with the 'Zone' usage and/or inclusion of alcohol)

**PUBLIC LIABILITY INSURANCE:**

I have Public Liability Insurance: **YES**  **POLICY NO:** \_\_\_\_\_

Insurance copy sighted by school **YES**

**Emergency Contacts:** Principal - Stan Szuty (Mob 0402 087 426)  
Assistant Principal - Paul Clohesy (Mob 0434 266 420)



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## APPENDIX D – SCHOOL MULTIPURPOSE FACILITY (HALL) SCHEDULE OF HIRING FEES

| CATEGORY                   | CHARGE |
|----------------------------|--------|
| Key Deposit (any function) | \$50   |
| Bond against damage *      | \$500  |

\* Bond is refundable wholly or in part, according to the condition in which premises are left.

### SCHOOL MULTIPURPOSE FACILITY (HALL) HIRE CHARGES

| PERMANENT CATEGORY            | CHARGE<br>(GST inclusive) | TOTAL    |
|-------------------------------|---------------------------|----------|
| Half Day (=4 hours)           | \$75.00                   | \$75.00  |
| Full Day (=8 hours)           | \$150.00                  | \$150.00 |
| Per Hour (minimum of 2 hours) | \$25.00                   | \$25.00  |
|                               |                           |          |

| CASUAL CATEGORY               | CHARGE<br>(GST inclusive) | TOTAL    |
|-------------------------------|---------------------------|----------|
| Half Day (=4 hours)           | \$105.00                  | \$105.00 |
| Full Day (=8 hours)           | \$210.00                  | \$210.00 |
| Per Hour (minimum of 2 hours) | \$35.00                   | \$35.00  |
|                               |                           |          |

Please Note:

- Review of fees will occur annually.
- When exception to alcohol consumption is agreed upon by all parties, the bond and/or charges may alter.



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## APPENDIX E – SCHOOL MULTIPURPOSE FACILITY (HALL) PRE HIRE INSPECTION REPORT

### PRE HIRE

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Hirer: \_\_\_\_\_

Patterson Lakes Primary School representative: \_\_\_\_\_

| Administration            | Check | Additional Information (if required) |
|---------------------------|-------|--------------------------------------|
| Bond has been collected:  |       |                                      |
| Keys have been forwarded: |       |                                      |

| Item                                         | Check | Additional Information (if required) |
|----------------------------------------------|-------|--------------------------------------|
| <b>Zone #1-Entrance/Foyer Inspection</b>     |       |                                      |
| Walls                                        |       |                                      |
| Windows                                      |       |                                      |
| Fixtures                                     |       |                                      |
| Floor                                        |       |                                      |
| Appliances                                   |       |                                      |
| <b>Zone #2- Kitchen Inspection</b>           |       |                                      |
| Walls                                        |       |                                      |
| Windows                                      |       |                                      |
| Fixtures                                     |       |                                      |
| Floor                                        |       |                                      |
| Appliances                                   |       |                                      |
| <b>Zone #3-Court Inspection</b>              |       |                                      |
| Walls                                        |       |                                      |
| Windows                                      |       |                                      |
| Fixtures                                     |       |                                      |
| Floor                                        |       |                                      |
| Appliances                                   |       |                                      |
| <b>Zone #4- Multipurpose Room Inspection</b> |       |                                      |
| Walls                                        |       |                                      |
| Windows                                      |       |                                      |
| Fixtures                                     |       |                                      |
| Floor                                        |       |                                      |
| Appliances                                   |       |                                      |
| <b>Zone #5- Toilets Inspection</b>           |       |                                      |
| Walls                                        |       |                                      |
| Windows                                      |       |                                      |
| Fixtures                                     |       |                                      |
| Floor                                        |       |                                      |
| Appliances                                   |       |                                      |



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## APPENDIX E – SCHOOL MULTIPURPOSE FACILITY (HALL) POST HIRE INSPECTION REPORT

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Hirer: \_\_\_\_\_

Patterson Lakes Primary School representative: \_\_\_\_\_

| Administration                                  | Check | Additional Information (if required)                                       |
|-------------------------------------------------|-------|----------------------------------------------------------------------------|
| Bond has been refunded:                         |       |                                                                            |
| Keys have been returned:                        |       |                                                                            |
| Hirer to be contacted re: condition of facility |       | <input type="checkbox"/> Required<br><input type="checkbox"/> Not required |

| Item                                         | Check | Additional Information (if required) |
|----------------------------------------------|-------|--------------------------------------|
| <b>Zone #1-Entrance/Foyer Inspection</b>     |       |                                      |
| Walls                                        |       |                                      |
| Windows                                      |       |                                      |
| Fixtures                                     |       |                                      |
| Floor                                        |       |                                      |
| Appliances                                   |       |                                      |
| <b>Zone #2- Kitchen Inspection</b>           |       |                                      |
| Walls                                        |       |                                      |
| Windows                                      |       |                                      |
| Fixtures                                     |       |                                      |
| Floor                                        |       |                                      |
| Appliances                                   |       |                                      |
| <b>Zone #3-Court Inspection</b>              |       |                                      |
| Walls                                        |       |                                      |
| Windows                                      |       |                                      |
| Fixtures                                     |       |                                      |
| Floor                                        |       |                                      |
| Appliances                                   |       |                                      |
| <b>Zone #4- Multipurpose Room Inspection</b> |       |                                      |
| Walls                                        |       |                                      |
| Windows                                      |       |                                      |
| Fixtures                                     |       |                                      |
| Floor                                        |       |                                      |
| Appliances                                   |       |                                      |
| <b>Zone #5- Toilets Inspection</b>           |       |                                      |
| Walls                                        |       |                                      |
| Windows                                      |       |                                      |
| Fixtures                                     |       |                                      |
| Floor                                        |       |                                      |
| Appliances                                   |       |                                      |



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## APPENDIX F – SCHOOL MULTIPURPOSE FACILITY (HALL) MAP

