

Facilities Use and Hire: (Outside of School Hours)

PURPOSE

Matthew Flinders Anglican College encourages members of the wider community to hire College facilities for appropriate purposes that do not have an adverse impact on the normal academic timetable of the College.

SCOPE

Facilities are available for hire by private individuals, for-profit and not-for-profit organisations, groups and individuals, subject to this policy, the College's procedures and the hire agreement.

RESPONSIBLE PERSON

Performance Centre and Facilities Manager

IDENTIFIED STAKEHOLDERS

Principal, Director of Business and Operations, Head of Secondary, Head of Primary, Head of Sport, Executive Chef, Property Services Manager

POLICY

The College's activities and programs for use of facilities will take precedence over their availability for hire.

The hirer is responsible for observance of the rules, policies and procedures of Mathew Flinders Anglican College.

Use of space by any group will be considered only once College activities have been satisfied.

The College will exclude from hire any potential hirer or activity which may present a conflict of interest to the College operations.

Hire will be at the discretion of the College. Use which will not be approved includes activities that:

- infringe on delivery of College programs;
- are likely to cause damage or risk to students, buildings or property;
- create excessive noise or pose a nuisance to nearby residents;
- put at risk the privacy of students and staff;
- involve games of chance or gambling; and/or
- are illegal.

Every facility has maintenance requirements and as such facilities will be unavailable at certain times in order to accommodate this.

All activities and facilities use listed in this document is subject to 'fair use' as deemed by the College.

Written hiring/licencing agreements are to be signed by the hirer before use commences.

The College is a smoke free campus and as such smoking is not permitted within the grounds or buildings of the College.

For those hires providing services to children, the College reserves its right to request inspection of their Blue Card Register. Should this not be provided upon request, the College reserves the right to cancel the booking.

Insurance

The College insurance policies cover only those functions and activities which are directly associated with the College.

Hirers of College facilities must have taken out Public Liability Insurance (\$10 million), evidenced by a Certificate of Currency.

Exclusion of Liability

The College does not accept any liability for hirers, their guests, employees, contractors or any party associated with them whatsoever in relation to the hire of facilities, for loss, damage or injury, including but not limited to Personal injury, Property damage, Economic loss how so ever caused.

Liability for Damage to Facilities

No person shall alter or remove any equipment, fitting or furniture without the permission of the Performance Centre and Facilities Manager.

The floors, walls or any part of the College facilities must not be written on, decorated, placarded or cut, broken, pierced with nails, screws or other fixings, and hirers are held liable for any damage caused by them or associates.

Hirers are held liable for any damage incurred because of improper use of buildings, fittings, furniture or equipment.

Approved By: Principal Date Approved: September 2018	Policy Reference Code: ADM-091-POL-001 Next Review Due: September 2019
This policy may be updated or revised from time-to-time. The College will not notify you each time the Policy is changed. If you are unsure whether you are reading the most current version, you should contact the Human Resources Department.	