



Hall Hire Policy

Aims

- A. To provide for the appropriate, safe and economic hire of the KSCS hall by external community groups and individuals.

Scope and Application

This policy applies to:

- A. The Principal
- B. Administration staff
- C. External service providers/community groups

Definition

- A. **External community group or individual** – Any groups or individuals hiring the hall for events or activities outside of school-based activities. Parents who wish to use the hall for external events or activities are also considered external users.
- B. **Responsible Delegate** - An event attendant aged 18 years or over nominated by the user/hirer.

Principles

- A. The school will make available the KSCS hall for ad hoc and regular event hire by external community groups and individuals.
- B. When considering the hire of the school hall, the school will ensure that the proposed event and activities are consistent with Kerry Street Community School's Values and Philosophy.
- C. The hall may not be hired out for any activities or events that may impact negatively on the school. These include, but are not limited to:
 - 1. Political groups
 - 2. Any activity that is polarising or divisive in nature
 - 3. Disruptive activities due to noise or activity levels

The Principal has the right to not approve any hall hire application seen as not in the best interest of the school.

- D. The school will not hire the hall out during normal school hours or where the proposed use would interrupt the core activities of the school or otherwise create unwarranted disruption to the school.
- E. Any request for the hire of the school hall should be submitted to the school via the Hall Hire application form and must be approved by the Principal.
- F. Any disputes arising from the hiring of the school hall shall be resolved utilising the KSCS Concerns and Complaints Policy and Procedure.

Responsibilities

- A. Board
 - 1. Review of policy.
 - 2. Oversee the implementation of this policy.
- B. Principal
 - 1. Ensure the KSCS school hall is available for use by external community groups and individuals.
 - 2. Review and authorise hall hire applications.
 - 3. Respond to any breaches of the Hall Hire Terms and Conditions.
 - 4. Respond to concerns and complaints regarding the hire of the hall.
- C. Administration staff
 - 1. Receive and respond to inquiries regarding the hire of the KSCS hall.
 - 2. Process hall hire application forms and submit to the Principal for approval.
 - 3. Liaise with hirers of the hall and facilitate their appropriate use of the hall.
 - 4. Ensure hirers of the hall adhere to the requirements of the Terms and Conditions.
 - 5. Refer any breaches of the Hall Hire Terms and Conditions to the Principal.
 - 6. Maintain records and documentation.
- D. External service providers/community groups
 - 1. Provide all documentation requested when applying to hire the KSCS hall.
 - 2. Adhere to the Hall Hire Terms and Conditions.

Related Legislation

- A. Health (Public Buildings) Regulations 1992
- B. Liquor Licensing Act 1990
- C. Working with Children (Criminal Record Checking) Act 2004

Related Kerry Street Documentation

- A.** Kerry Street Procedures:
 - 1. Hall Hire Procedure
 - 2. Hall Hire Application Form
- B.** Kerry Street Policies:
 - 1. Building and Grounds Policy
 - 2. Concerns and Complaints Policy
 - 3. Insurance Policy
 - 4. OH&S Policy
 - 5. Records Management Policy
 - 6. Risk Management Policy
- C.** KSCS Values and Philosophy

Contact Person

Enquiries relating to this policy should be directed to the School Principal or Board Chair.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Authorisation and Review

Revision

Date	Revision	Detail
July 2019	V1	Creation of Policy and Procedures