



It is Department of Education policy that school facilities and resources be made available for community use. In this policy “College” means Ellenbrook Secondary College.

Applications for use of Ellenbrook Secondary College facilities must be approved by the Principal and formalised by a written agreement, which includes the signatures of an endorsed school representative and a representative of the user group.

The Principal, in consultation with the School Board/Finance Committee, will establish a schedule of fees or charges to be applied for the hire or use of school facilities and resources.

As a State Government site, smoking on College grounds is prohibited at all times.

The College will not allow the use of facilities for any group or activity:

- Which is inconsistent with the educational aims of the College
- Which may bring the school into disrepute
- Which may cause damage to buildings, grounds and effects
- Which may impact in the operational running of the College
- Which might create excessive disturbance/nuisance to neighbours
- Which involves gambling or any other illegal activity

Conditions of Hire

- Applications for use of College facilities must be formalised through the issuing of a License for Use by the College.
- Incorporated groups and commercial users must show evidence of Insurance Cover.
- Licences for Use must be reviewed/renegotiated each year.
- The College retains the right to amend dates of usage should the College needs change. The College’s students and their events remain priority before community use.
- Approval to hire a facility does not confer right of entry to any other part of the school area, the use of school services or other facilities, other than in accordance with the terms of hire that the school has agreed upon.
- The College has the responsibility of ensuring a safe environment for all users of the College’s facilities.
- The hirer or their authorised representative must remain in attendance during the hire period and is responsible for the security of the venue, safety of guests and supervision of all activities during the hire period.
- The user must report any damages or accidents to the Principal, Manager Corporate Services or representative and maintain a written report pertaining to such incidents.
- The user will be responsible for any costs arising from the use of College facilities, which includes breakage, damage, security call out, replacement of keys and equipment.
- The Principal is responsible for risk management strategies involving the use of College facilities.
- The Hirer is responsible for leaving the venue tidy and removing all of their equipment/materials from the chairs/tables, walls, cabinets and other surfaces. Failure to do so may result in additional cleaning charges applied to the booking.

Hire Charges

Principles

A no disadvantage clause is enacted in hiring out the College's facilities. By that all funds provided by government, parents and generated by the school are for the sole purpose of providing the best educational outcomes for students attending the College. Therefore, every cost associated with the hire must at a minimum, be recouped for student use. On this principle, fees charged should at least meet the additional recurrent operating costs incurred through the use of College facilities and resources by external hirers.

Charges will cover wear and tear, lighting, heating air-conditioning, data projectors, water, use of toilets and insurance.

- Cleaning of rooms and toilets, plus administration costs will be billed separately.
- Further additional fees may be levied after the activity. For example, where additional cleaning becomes necessary, or security personnel are called out to secure buildings because the user failed to adequately leave and secure the building.

Cleaning

The Department of Education pays to clean the College's facilities for employee and student use. All users are required to leave hired facilities in the same condition as they were provided.

For all rooms users are required to either clean after use themselves or pay for commercial cleaning as charged by the school.

If toilets are required to be made available, commercial cleaning charges will apply after use.

Applicable charges are stipulated in the License Agreement.

Security

Some activities may require security. This is to be organised by the user. Evidence of security hire needs to be provided to the College prior to the event.

Ellenbrook Secondary College P&C

The Ellenbrook Secondary College P&C is an incorporated body with the sole purpose of raising funds to support the College. Therefore, whilst insurances are required there is no hire charges will apply to this group. Should issues arise in relation to the usage of premises by the P&C, matters will be dealt with the P&C Executive Committee directly.

Schedule of Charges

Facility Hire Costings have been approved by the College Finance Committee and noted by the College Board. Costings are provided on application and take into account additional information such as room type, group size and associated charges as set out in the principles above.