



KAMBRYA
COLLEGE

HIRE OF FACILITIES POLICY

Rationale:

- Kambrya College is an intrinsic part of the local community and is open to establishing fair and reasonable hiring arrangements of Kambrya College facilities with community groups

Aims:

- To allow the community maximum access to Kambrya College facilities whilst ensuring the protection of the facilities themselves

Implementation:

- Kambrya College council has the authority to allow the use of Kambrya College facilities by outside bodies when the facilities are not required for Kambrya College purposes and also have the responsibility to establish the terms and conditions of use
- Kambrya College Council has decided to hire facilities such as the theatre, library or gymnasium to external groups under the following conditions:
 - That the individuals or organisation hiring the facilities have taken out public liability insurance and can provide documentation to that effect
 - That a written hiring agreement is signed by it and the hirer before use commences
 - That the written agreement cover such items as:
 - a. The period of the agreement, specific times of use, and areas to be used
 - 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
 - g. Notification arrangements to the hirer if Kambrya College requires the facility during the normal hire period
 - h. Kambrya College Council's right to revoke the agreement at any time
 - i. A hiring fee
- Kambrya College Council will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities
- Kambrya College Council reserves the right not to hire facilities to groups it does not wish associated with Kambrya College
- Kambrya College Council will not charge a fee for the use of facilities by groups associated with Kambrya College (eg: Parents and Friends Association)
- The Principal will be the day-to-day contact for groups hiring Kambrya College facilities

Evaluation:

- This policy will be reviewed as part of Kambrya College's three year review cycle

This policy was last ratified by College Council in

May 2007