

# Caulfield South Primary School

C.S.P.S.

## Commercial Involvement and Use of School Facilities by Local Community Groups.

### Purpose

- To provide guidelines for the use of school facilities in a way that considers the needs of our local community.
- To ensure that the school's independence and integrity are maintained in the event of any commercial involvement such as hire of school facilities, the receiving of commissions from the sale of goods and services and the use of sponsors.
- To ensure that the school grounds, buildings and facilities are used appropriately to ensure compliance with legal commitments.

### Guidelines and Implementation

#### Fundraising/Commercial Ventures

- School Council is to authorise any fundraising venture which promotes commercial enterprises.
- At times decisions may need to be made quickly, at the Principal's or Principal's delegate's discretion. School Council members are to be informed immediately following the decision (via email).
- In assessing the appropriateness of a commercial venture, the school's policies of Student and Staff Health and Wellbeing, Equal Opportunity and Occupational Health and Safety will be considered.
- Further criteria to be used in assessing commercial ventures in the school include: educational worth, financial value, inconvenience to staff and students, impact on facilities and school image.
- The school will explicitly disclaim liability for the goods and services it promotes through its newsletters or commercial ventures.
- Any commercial group must provide evidence of current public liability insurance.
- In any venture involving students during school hours the D.E.E.C.D. guidelines/regulations in the School Operations Manual 3.2 and 3.3 and Agreement 4 will be followed.

#### Hire of School Facilities

- School Council is to authorise any hiring of school facilities.
- At times decisions may need to be made quickly, at the Principal's or Principal's delegate's discretion. School Council members are to be informed immediately following the decision (via email).

- Use of school buildings and facilities must be within the Government and Departmental Guidelines to ensure compliance with legal commitments.
- The application form must be submitted and users are responsible for Public Liability Insurance and for any costs incurred by the school.
- Damages are to be paid for by users.
- Preference will be given to groups having a direct connection with the school, or catering for children attending the school.
- Any keys issued must be signed for and returned within 24 hours of use or on the next school day.
- The Hiring Agreement, which includes 'Conditions of Use', must be signed prior to use and users are responsible for Public Liability Insurance and for any costs incurred by the school.
- Any keys issued must be signed for and returned within 24 hours of use or on the next school day.
- Damages are to be paid for by users.

### **Conditions of Use: Hall Hire**

Applicants are to receive the following documents prior to the hiring of the School Hall:

- 'Caulfield South Primary School Information for Applicants'
- 'Caulfield South Primary School Hall Conditions of Use'

Refer to-

Department's Legal Services Branch website-  
Hire or licence agreement template

[www.eduweb.vic.gov.au/legal/default.asp](http://www.eduweb.vic.gov.au/legal/default.asp)

[www.education.vic.gov.au/management/infrastructure/shareduse.htm](http://www.education.vic.gov.au/management/infrastructure/shareduse.htm)

### **Evaluation**

This policy will be reviewed in three years.