



## Cambridge Primary School Community Building Usage Policy

### **Preamble:**

The Cambridge Primary School Community Building is a purpose built facility established with the intent to provide the school and local community with a multipurpose facility that will strengthen and extend the partnership between the school, the families in the school and the community in which the school belongs.

### **Guidelines:**

- The facility is to support the school's Out of School Hours Care program.
  - During school hours, the school will make full use of the facility for such programs as drama, keyboard, section assemblies, lunchtime activity groups, etc.
  - The facility will also be used as a meeting point for our parents and friends offering coffee mornings, safety house meetings, fundraising meetings and committee meetings.
  - The venue may be used by the school for Information nights and Professional Learning sessions.
  - The building is available for hire by our local community when not in school use. Local community groups may access this facility through the Cambridge Primary School Council Hiring of School Facilities schedule.
1. Hiring of the facility is determined by the School Council through the Facilities committee. All hiring arrangements must be completed using the **Hiring of School Facilities** schedule.
  2. After the completion of any usage by the school, community groups or hirers, the room must be restored to its original state.
  3. Hirers must immediately notify the School Council of any broken or damaged equipment belonging to the Community building. This must be reported through the Communication Book. The hirers of the facility will be liable for any replacement or repair of the equipment.
  4. The School Council through the Facilities group will prioritise the local community hirers with preference falling on long term hiring agreements.
  5. Long Term hirers will be subject to a probationary hiring period to be determined by the School Council.

### **Implementation**

- The School Council through the Facilities committee will endeavour to consult with all hirers prior to any agreement being formulated.
- School Council must approve any agreement/contract for the hire of this facility.
- School Council has the authority to revoke any agreement/contract if hirers transgress any section of the contract.
- Long term hiring agreements will be reviewed annually by the Facilities committee at their September meeting, with recommendations for continuance presented to School Council.

### **Evaluation**

- Survey users for feedback
- Audit of hirers
- Financial profitability of facility

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
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