

Facilities Hire Policy

<i>Issued</i>	<i>September 2017</i>	<i>Replaces</i>	<i>July 2013</i>	<i>Revision due</i>	<i>September 2020</i>
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RATIONALE:

Ryan Catholic College is centrally located in the Kirwan community and has custodial responsibilities for significant facilities and real estate owned by the Diocese of Townsville. Fair and reasonable hiring arrangements for college facilities can prove to be mutually beneficial to the College and the wider community.

This policy is required to provide clarity around what can / should be hired out, when it can be hired out, to whom it can be hired out and under what terms and conditions.

The College seeks to establish consistent and clear expectations for the appropriate use of its facilities when they are not being used for College purposes.

VALUES:

Stewardship, Justice, Community, Responsibility, Integrity.

POLICY:

Ryan Catholic College is committed to the community and supports the safe and productive use of College facilities in keeping with the values and ethos of the College. Third parties may hire the facilities where it is not detrimental in any way to the core values and business of the College.

IMPLEMENTATION:

1. The College will publish and provide the following resources:
 - Application for Hire form
 - Guidelines for hire
 - Schedule of hire charges specific to each facility
 - Hire Agreement terms and conditions including booking deposits, cleaning bonds, subleasing and cancellation fees
2. Applications will be considered by the Facilities Manager and Business Manager who will make a recommendation to the Principal with reference to:
 - Function details, to ensure they are aligned to the purposes approved by the Principal.
 - Availability at the requested date and time
 - The hirer agrees to be bound to Work Health & Safety regulations and Policy requirements and has appropriate insurances as specified in the Hire Agreement
 - Hirers who do not abide by the terms of the hire may be denied further use of facilities.
 - The College reserves the right not to hire facilities to individuals or groups.
3. College facilities may be available to hire where:
 - A successful application is lodged, approved and all relevant monies are paid to the College by the due dates.
4. Hire Charges will be:
 - Set annually by the Finance Committee
 - Invoiced to the hirer to cover the use of the facility and costs of consumables such as electricity and water charges, and to reflect any depreciation of equipment
 - Where the use of the facility is for a purpose that benefits the College in other ways the Principal has the discretion to reduce hire charges in whole, or in part.
5. The College Principal will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.