



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197

Phone 9772 4011 Fax 9776 0421

Email: patterson.lakes.ps@education.vic.gov.au

P.O. Box 330, Patterson Lakes, 3197

Principal: Carole Mayes

Website: <http://www.patterson-lakes-ps.vic.edu.au>

SCHOOL MULTIPURPOSE FACILITY (HALL) POLICY

RATIONALE

The Patterson Lakes Primary School Hall is a multipurpose facility designed to benefit the school and wider community. The Patterson Lakes Primary School Council has the responsibility of establishing, maintaining and updating the terms and conditions for use of the School Hall by external bodies.

AIMS

To allow the wider community maximum access to school facilities whilst ensuring the protection of the facilities.

IMPLEMENTATION

- The PLPS School Multipurpose Facility (Hall) is an unlicensed venue and the consumption of alcohol may only be permitted upon receipt of a submitted application in writing to the Principal.
- Upon acceptance of such application the hirer must obtain an alcohol licence from the Victorian Liquor Licensing Board, for the duration of the event and produce this to the Principal or nominee in hard copy at least two days prior to the event taking place.
- School Council has the authority to allow the use of the school facilities by outside bodies when the facilities are not required for school purposes.
- Every outside body who hires the Multipurpose Facility (Hall) will be expected to abide by the Terms and Conditions of Use (See Appendix A).
- School Council will hire out the School Multipurpose Facility (Hall) under the following conditions:
 - That the individuals or organisation hiring the facilities have taken out public liability insurance and must provide documentation to that effect.
 - That a written hiring agreement is signed by School Council President (or nominee) and the hirer before use (See Appendix B & C).
 - That the written agreement (See Appendix B & C) covers:
 - a. The period of the agreement, allocated times and specified zones for use.
 - 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 and toilet access.
 - g. Notification arrangements to the hirer if the school requires the facilities during the normal hire period.
 - h. School Council's right to revoke the agreement at any time.
 - i. A hiring fee plus any refundable deposit for keys (See Appendix D).
 - j. A pre and post inspection report for one off events, per 'zones' (See Appendix E & F).
- School Council has a \$20million Public Liability Cover.
- School Council will respond as appropriate to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
- School Council reserves the right not to hire facilities to groups with which it does not wish the school to have an association.
- The Principal (or nominee) will be the day to day contact for groups hiring school facilities.

EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School, on the 19th May, 2021.



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APPENDIX A – SCHOOL MULTIPURPOSE FACILITY (HALL) CONDITIONS OF HIRE

1. The PLPS School Multipurpose Facility (Hall) is an unlicensed venue and the consumption of alcohol may only be permitted upon receipt of a submitted application in writing to the Principal.
2. Upon acceptance of such application the hirer must obtain an alcohol licence from the Victorian Liquor Licensing Board, for the duration of the event and produce this to the Principal or nominee in hard copy at least two days prior to the event taking place
3. Any damage to the School Multipurpose Facility (Hall) arising from private use is to be paid for by the hirer named on the paperwork.
4. Any damage/loss to personal property or injury to patrons during the hire period is not the responsibility of Patterson Lakes Primary School or any persons associated with PLPS.
5. The Hiring Fee and the Bond is to be paid to Patterson Lakes Primary School at least one week prior to the event taking place.
6. The Hirer must not sub-let the venue or part thereof.
7. The Hirer shall not attach anything to the walls, floors or any part of the building without written approval from the Principal.
8. The Hirer shall not allow offensive and/or illegal behaviour or smoking to take place whilst on the school premises within school boundaries. This includes breaches of the 'Environment Protection Act' as it relates to noise pollution.
9. The Hirer must adhere to the times set down in this contract.
10. Before leaving the premise, all heaters and lights must be switched off. All doors and windows must be locked and checked and security alarm(s) activated. (If there is a problem with activation of the alarm of securing the premises, the Hirer must contact the Principal or Assistant Principal).
11. Any tables, chairs or other equipment must be returned to their original position.
12. All cleaning and removal of rubbish is the responsibility of the Hirer at the conclusion of the event or the Bond may be forfeited.
13. All personal equipment must be taken away as the facility may be needed immediately after use. Personal equipment which is left on the premises will not be the responsibility of Patterson Lakes Primary School or its employees or volunteers.
14. All keys issued to the Hirer must be returned to the school office upon the conclusion of the event.
15. The Bond will be refunded after the facility has been inspected and is found to comply with the pre-hire inspection report.
16. Patterson Lakes Primary School or the DET is exempt from liability in the case of public hire of school property.

APPENDIX A - COVID-19 Protocols

1. COVID-19 Protocols

- 1.1 The Hirer must ensure that guests attending the Hired Area have not:
 - 1.1.1 Returned from overseas in the previous 14 days prior to the beginning of the booking;
 - 1.1.2 To the best of their knowledge have not been in close contact with a reported or suspect case of COVID-19 in the past 14 days; or
 - 1.1.3 Had a fever, cough, sore throat, shortness of breath or other cold/flu-like symptoms in the 72 hours prior to the start of the booking and are otherwise well.
- 1.2 The Hirer must ensure that:
 - 1.2.1 Any attendee who is ill or has symptoms of COVID must stay at home. It is the responsibility of the Hirer to ensure that the person is not admitted into the session.
 - 1.2.2 Guests leave the Hired Area immediately if they become aware that they have come into close contact with a confirmed case of COVID-19; and
 - 1.2.3 If a Guest is diagnosed with COVID-19 within 14 days of leaving the Hired Area, the Hirer must inform the School Council immediately and any cleaning costs incurred as a result will be the responsibility of the Hirer. The Hirer must also inform the School Council.
 - 1.2.4 All attendees must wear a face mask if directed by the Chief Health Officer from time to time, unless a lawful excuse such as a medical condition where it would be dangerous to have obstructed breathing. If an attendee refuses to wear a mask where it is mandated under directions from the Chief Health Officer from time to time, the Hirer must ensure that the person is not admitted into the Hired Area.
- 1.3 The Hirer must prepare and submit a COVIDSafe Plan to the School Council's satisfaction prior to the commencement date in accordance with state government regulations from time to time. School Council reserves the right to cancel any bookings without the submission of a completed COVIDSafe Plan.
- 1.4 Any sanitation costs incurred as a result of a positive COVID-19 case will be borne by the Hirer.
- 1.5 Density quotient rules and room capacities will vary, depending on Government guidelines from time to time. Please plan your event with these in mind. These guidelines must be strictly followed at all times. Any breach of the current rules in place at the time of hire, may attract penalties, which will be borne by the Hirer.
- 1.6 Hygiene practices, social distancing protocols and cleaning guidelines must be followed to minimise the risk of transmission and ensure the safety of all attendees.
- 1.7 For the purposes of contact tracing, the Victorian Government has introduced a COVIDSafe Check-in feature, which will allow a person attending the Hired Area to scan a QR code to register their name, contact number and attendance in The App. The App securely collects limited personal information (Name, Contact Number and Email Address) of each attendee.
- 1.8 The Hired Area will have on display a QR Code, which will assist attendees to sign in electronically. It is the responsibility of the Hirer to ensure that every attendee is signed in. If an attendee refuses to sign in or be signed in, the person must not be admitted into the Hired Area.
- 1.9 The Hirer is liable for payment of any fines they incur as a result of COVID-related breaches. The School is not responsible for the payment of such fines. The School's public liability insurance does not cover any COVID-19 related claims that may arise during the Hirer's use of the Hired Area.
- 1.10 The School's COVID protocols are subject to change from time to time as per Government guidelines. Please refer <https://www.dhhs.vic.gov.au/coronavirus> for all COVID-related updates.



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APPENDIX B – SCHOOL MULTIPURPOSE FACILITY (HALL) HIRER CONTRACT

I, _____ of _____

have read, understood and agree to the conditions of hire outlined in the School Multipurpose Facility (Hall) Hire Agreement.

Signature: _____

Date: _____

Witness: (on behalf of School Council) _____

I, _____

have received the keys for Patterson Lakes Primary School Multipurpose Facility (Hall).

Key Identification: _____

These keys will be returned on: _____

- All lights will be turned off, all doors and windows will be locked securely, and the Security System will be switched on.
- No rubbish or equipment will be left at Patterson Lakes Primary School Multipurpose Facility (Hall).



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APPENDIX C – SCHOOL MULTIPURPOSE FACILITY (HALL) HIRE AGREEMENT

HIRER'S COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

TELEPHONE: **Private:** _____

Business: _____

DATE REQUIRED: _____

MON **TUES** **WED** **THURS** **FRI** **SAT** **SUN**

COMMENCEMENT TIME: _____ **EXPIRY TIME:** _____

TYPE OF FUNCTION: _____

APPROX. NUMBER OF PEOPLE ATTENDING: _____

SPECIAL REQUESTS: _____

COST OF HIRE:

FACILITY REQUIRED: _____ **COST:** _____

A BOND OF \$500.00 IS REQUIRED

(This *may* be altered in accordance with the 'Zone' usage and/or inclusion of alcohol)

PUBLIC LIABILITY INSURANCE:

I have Public Liability Insurance: **YES** **POLICY NO:** _____

Insurance copy sighted by school **YES**

Emergency Contacts: Principal – Carole Mayes (Mob 0422 425 492)
Assistant Principal - Paul Clohesy (Mob 0434 266 420)



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APPENDIX D – SCHOOL MULTIPURPOSE FACILITY (HALL) SCHEDULE OF HIRING FEES

CATEGORY	CHARGE
Key Deposit (any function)	\$100
Bond against damage *	\$500
Unwarranted Alarm Fee (due to mismanagement of fob)	\$500

* Bond is refundable wholly or in part, according to the condition in which premises are left.

SCHOOL MULTIPURPOSE FACILITY (HALL) HIRE CHARGES

PERMANENT CATEGORY	CHARGE (GST inclusive)	TOTAL
Half Day (=4 hours)	\$120.00	\$120.00
Full Day (=8 hours)	\$240.00	\$240.00
Per Hour (minimum of 2 hours)	\$40.00	\$80.00

CASUAL CATEGORY	CHARGE (GST inclusive)	TOTAL
Half Day (=4 hours)	\$150.00	\$150.00
Full Day (=8 hours)	\$300.00	\$300.00
Per Hour (minimum of 2 hours)	\$50.00	\$100.00

Please Note:

- Review of fees will occur annually.
- When exception to alcohol consumption is agreed upon by all parties, the bond and/or charges may alter.



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APPENDIX E – SCHOOL MULTIPURPOSE FACILITY (HALL) PRE HIRE INSPECTION REPORT

PRE HIRE

Date: _____ Time: _____ Hirer: _____

Patterson Lakes Primary School representative: _____

Administration	Check	Additional Information (if required)
Bond has been collected:		
Keys have been forwarded:		

Item	Check	Additional Information (if required)
Zone #1-Entrance/Foyer Inspection		
Walls		
Windows		
Fixtures		
Floor		
Appliances		
Zone #2- Kitchen Inspection		
Walls		
Windows		
Fixtures		
Floor		
Appliances		
Zone #3-Court Inspection		
Walls		
Windows		
Fixtures		
Floor		
Appliances		
Zone #4- Multipurpose Room Inspection		
Walls		
Windows		
Fixtures		
Floor		
Appliances		
Zone #5- Toilets Inspection		
Walls		
Windows		
Fixtures		
Floor		
Appliances		



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APPENDIX E – SCHOOL MULTIPURPOSE FACILITY (HALL) POST HIRE INSPECTION REPORT

Date: _____ Time: _____ Hirer: _____

Patterson Lakes Primary School representative: _____

Administration	Check	Additional Information (if required)
Bond has been refunded:		
Keys have been returned:		
Hirer to be contacted re: condition of facility		<input type="checkbox"/> Required <input type="checkbox"/> Not required

Item	Check	Additional Information (if required)
Zone #1-Entrance/Foyer Inspection		
Walls		
Windows		
Fixtures		
Floor		
Appliances		
Zone #2- Kitchen Inspection		
Walls		
Windows		
Fixtures		
Floor		
Appliances		
Zone #3-Court Inspection		
Walls		
Windows		
Fixtures		
Floor		
Appliances		
Zone #4- Multipurpose Room Inspection		
Walls		
Windows		
Fixtures		
Floor		
Appliances		
Zone #5- Toilets Inspection		
Walls		
Windows		
Fixtures		
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APPENDIX F – SCHOOL MULTIPURPOSE FACILITY (HALL) MAP

