



Cornerstone
Christian College

Equipment & Facility Usage Policy

Policy Ref. #: 702-20110627

1. Purpose

This policy aims to establish guidelines for how the College's equipment and facilities can be utilised by third parties for reasons other than normally expected curriculum studies.

2. Scope

This policy applies to all users of College property outside normal operational use.

3. Background

In the past, facilities and equipment have been leased or made available to third parties on an ad hoc basis. This policy aims to formalize this process and ensure that the same guidelines and expectations are placed upon each user.

4. Definitions

The following definitions will be found within this policy document:

"BGA":	Block Grant Authority – AISWA Capital Grant Association
"Casual":	A hire period that is a once-off occasion
"College":	Cornerstone Christian College Ltd
"Normal College Hours":	8:15am to 3:15pm Mon-Fri during school term
"GLA":	General Learning Area
"Long-term":	A hire period that is on a regular basis for an extended season
"MPC":	Multi-Purpose Centre
"OSH":	Occupational Safety & Health
"User/Group":	The hiree of any equipment or facility

5. Legislation, Standards and Internal Policies

- Maintenance Policy [700]
- Liquor at School Functions Policy
- Occupational Safety & Health Policy [505]
- Occupational Safety & Health Act (1984)
- Occupational Safety & Health Regulations (1996)

In relation to the MPC, the College has entered into a Participant Agreement with the AISWA Capital Grant Association (BGA). This Agreement states at clause 3.5,

The BGA Participant must provide access at no, or low, cost to the community to ... multipurpose halls. This includes reasonable access by any community or not-for-profit groups in the local community... The BGA Participant may charge a low fee for the use of the facility where the charge is to cover recurrent costs incurred by the BGA Participant in providing the community access (eg., electricity, cleaning, security).

6. Policy

The policy of the College is to;

1. *Enable community members to access the equipment and facilities of the College at reasonable rates that do not preclude access to other groups or users.*
2. *Ensure that any facilities or equipment that are hired by a third party do not impinge on the requirements of the College in pursuit of the College's functions, aims or objectives.*

7. Approved by

This policy has been approved by the Board Chair, Mr Gavin Riches, on the 27th June 2011 and will be reviewed within twenty-four (24) months of the most recent review date.

8. Review Schedule



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DATE	REVIEW/ADJUSTMENT	APPROVED BY
11/06/2015	Removal of Canoe Hire - The College will no longer offer these	Gavin Riches
11/06/2015	Procedures regarding Booking communications amended	Gavin Riches
27/05/2019	Equipment & Facility Usage Policy reviewed and updated	Garry Maynard



Conditions of Use

For all forms of hire the following procedures need to be met;

1. **Hire Start & End Times** – the start and end times of each hire period need to be adhered to. Any required setup/pack-up of facilities before, and after, usage must be taken into account as part of the hire time.

Every facility user/group must ensure the following before leaving the College;

- the facility used is locked and all doors and windows are secure,
- any heating/cooling, technological equipment, and lighting has been turned off,
- any rubbish has been removed from the facility (please do not assume that cleaners will remove this).
- the facility/equipment has been returned to the same state of cleanliness as when occupying the facility or picking up the equipment.
- If applicable, netball posts need to be returned to the hire shed and basketball hoop pulled out.

If these conditions are not adhered to, your user group will receive written notification via email. We reserve the right to suspend user groups without refund should we consider you in breach of our hire requirements. Please partner with us in the care for our facilities.

Access gates to the College must be closed and locked if the user/group is the last to leave the College premises. Also, any key(s) given to the group must be returned to the Front Office upon completion of the hire period or on the next available business day.

2. **Hire Completion** – a Hire Completion Form MUST be completed by the Property Manager upon the conclusion of the hire period, or the next available business day.

If any damage to the property occurs during the hire period and there is a possible likelihood of producing an adverse security or health and safety risk to the College, or its beneficiaries, then the damage must be reported immediately to the Property Manager (Mike Jordaan) on 0447 766 111. Damages will be charged on an “as cost” basis.

No person shall alter or remove any equipment, fitting or furniture without the permission of the Principal. The floors, walls or any part of the school must not be written on, decorated, placarded or cut, broken, pierced by nails, screws or other fixings, and hirers are held liable for any damage caused by them or associates. User/groups are held liable for any damage occurring to the buildings, fittings, furniture or equipment.



3. **Rates of Hire** – the following rates per period will be charged per user/group and charged prior to the facility/equipment hire;

FACILITY TYPE	CASUAL RATES		LONG-TERM RATES (More than 4 consecutive bookings)	
	PER HOUR	PER DAY (8hrs)	PER HOUR	PER DAY
MPC	\$45	\$360	\$27	\$216
Dunsborough MPC	\$40	\$320	\$25	\$200
GLA (Non-Specialty)	\$25	\$200	\$15	\$120
GLA (Specialty)	\$50	TBA	\$30	TBA
Secured Area	\$35	TBA	\$25	TBA
Equipment	Determined on a case-by-case basis			

The procedures for hiring a specific facility or piece of equipment differ considerably. Therefore, the requirements and obligations for their hire need to be dealt with individually and explicitly.

❑ **Hiring of the MPC**

The hire of the MPC is based on the exclusive use of the facility, including toilets and showers, for the duration of the hire period. The areas in the upstairs of this facility are not included in this hire and are expressly out of bounds for this user/group.

❑ **Hiring GLA's**

Non-Specialty:- The hire of any non-specialty GLA allows the user group exclusive use of that GLA and access to toilets, as directed by the College.

Specialty: - The hire of specialty GLA's (including the Home Economics Kitchen, Science Lab, Computer Labs, Industrial Arts Centre etc) allows the user group exclusive use of that GLA and access to toilets, as directed by the College. It also allows use of any equipment within the GLA but requires that the user/group takes full responsibility in terms of OSH for their users.

❑ **Hiring of a Secure Facility**

Hiring a secure facility demands that the user is given a security PIN in order to operate the alarm interface to arm and disarm it accordingly. Entering the facility requires that the alarm is disarmed and that the Security Control Room (1300 884 111) is phoned immediately. The control room will need to be advised when the user/group intends to depart and any extension of this time will need to be communicated again with the control room.

When the user/group departs the alarm must be re-armed before locking the facility.

❑ **Hiring of College Grounds**

Areas of the College (including the Oval, Cricket Nets, Car Parking etc) may be hired by a user/group. As these are quite distinct they may, may not, incur hire charges and conditions of use will be placed upon them as, and if, the College's management deem fit.



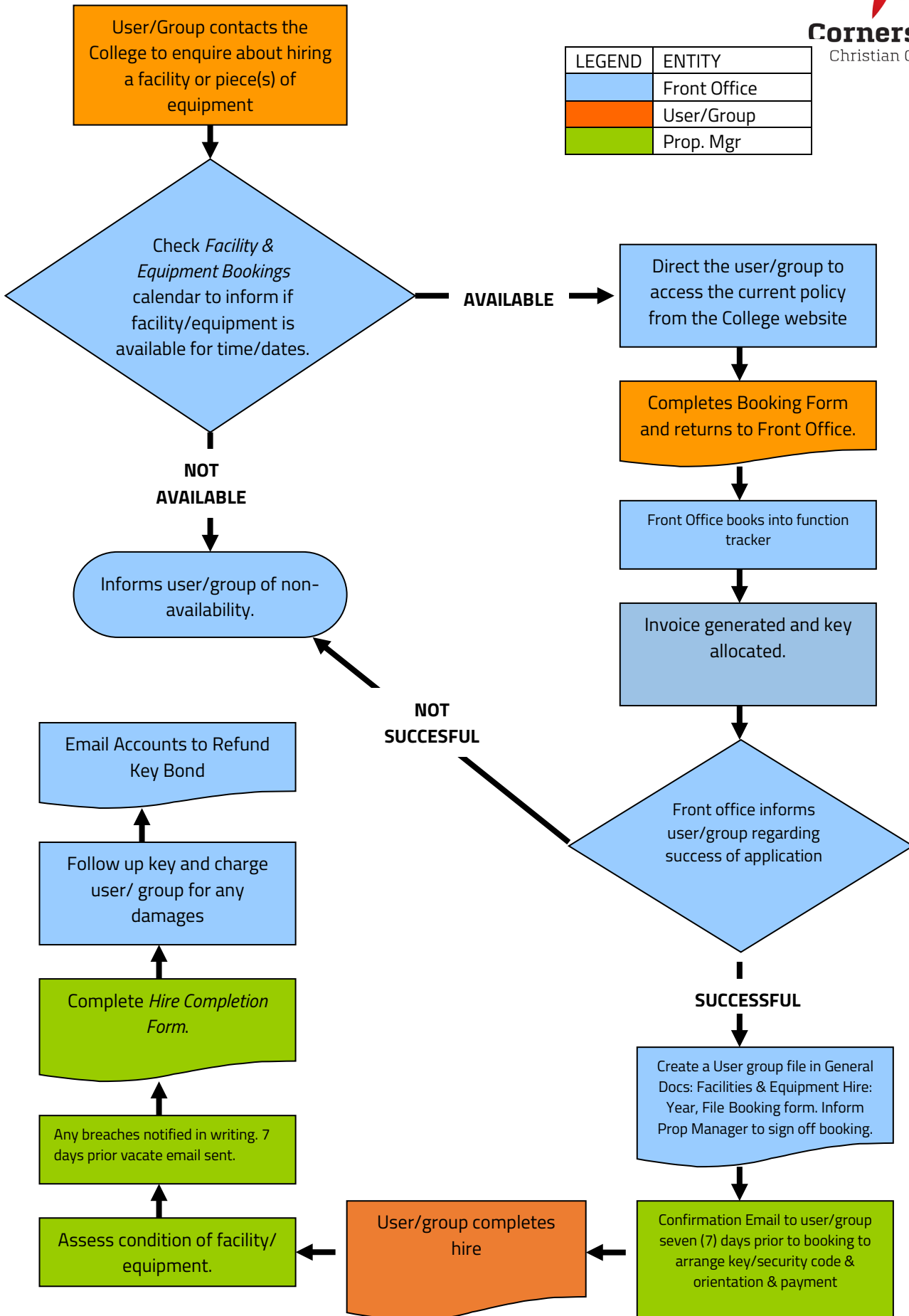
- 3.1. Fee Exempt Bodies – the College will provide hire of facilities and/ or equipment to the following users/groups at no cost;
 - College Staff
 - Groups of people where students from the College compose the majority of numbers
 - Any other user/group that the College deems appropriate
4. Sub-Letting - under no circumstances can a user/group sub-let any facility or equipment, or part thereof, to another entity.
5. Cancellations – bookings that are cancelled less than 48 hours prior to occupancy or equipment pick-up will be charged a minimum 50% of the applicable booking fee.
6. Prohibited Activities – the following activities are prohibited within the College grounds;
 - The consumption of alcohol, tobacco or any non-prescription drug
 - Activities that have the likelihood to produce damage to the facility(ies) or piece(s) of equipment

APPENDIX A – BOOKING FLOWCHART



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LEGEND	ENTITY
	Front Office
	User/Group
	Prop. Mgr





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APPENDIX B – BOOKING FORM

Facility/ Equipment Booking Form

User/Group Details	
Name of User/Group	Contact 1: Mobile: Contact 2: Mobile:
Address	
Email	

Booking Information			
Equipment/Facility Required:		Hire Dates	
		From	To
Type of Use <i>(Please circle)</i>		Hire Times	
SPECIAL PURPOSE	FACILITY/EQUIP HIRE	From	To
	Casual Short Long		
Reason For Hire			
Does the User/Group hold a current insurance cover for Special Industrial Risks? [Public Liability]			<input type="checkbox"/> YES <input type="checkbox"/> NO
Has a copy of currency for this insurance been attached?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Credit Card Details			
Credit Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Exp:___/___ CCV:_____
Name on Card			
Signature		Date	
Declaration			
<p>I/we have been given a copy of the <i>Equipment & Facilities Usage Policy document</i> and understand that we are bound by the clauses that govern my/our usage of such facilities and/or equipment. I/we understand that I/we are responsible for any damage to the facilities and/or equipment and authorise the College to charge the above credit card for any such damages plus the required hire rate.</p>			
Signature		Date	

OFFICE USE	Key ID:	Key #:	Hire rate (session)	# of sessions
	Date Key Issued		User Signature	
	Date Key Returned		User Signature	
	Key Bond Refund to: NAME:		BSB: _____ ACCOUNT NO: _____	
	Hire Completion Form <input type="checkbox"/>		BANK: _____	
	Property Manager Authorisation		Damage Report <input type="checkbox"/>	
		Date		

APPENDIX C – HIRE COMPLETION FORM



Hire Completion Form

User/Group Details (complete if different to initial booking user)	
Name of User/Group	Contact
Address	
Email	Mobile

Facility/ Equipment Used				
Equipment/Facility Used:	Hire Dates		Hire Times	
	From	To	From	To
Did any damage occur as a result of the user/group's hire?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
If YES, what was the extent of damage that occurred?				
How did the damage occur?				
Was anybody injured as a result of the damage?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
<i>If YES, then please discuss all relevant details.</i>				
Have quotes been obtained for the necessary repairs/cleaning?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Supplier awarded repair contract	Expected Start Date			
Repair/Cleaning Cost (\$)	Percentage to be charged to User/Group (%)			

OFFICE USE	Hire Fees Charged (\$)	Repair/Cleaning Fees Charged (\$)
	Date Key Returned	User Signature
	Property Manager Authorisation	Date