



FACILITIES HIRE POLICY

RATIONALE

The Mercy value of Hospitality compels Sacred Heart College to be a community in reality, not just in name. The College – which is owned by Sisters of Mercy – strives to be a place where members of our community feel welcome and respected and where we are committed to sharing our facilities with others. In addition, the rationale for making our facilities available to others is so we can:

- provide cost-effective alternatives for not-for-profit groups associated with the College, and
- raise revenue to support the College and its programs.

DEFINITIONS

Facilities

Facilities available for hire are defined as:

- Celies Dining Room
- Commercial Kitchen
- McAuley Hall
- Talbot Street Gymnasium
- O'Dwyer Centre
- Dance Studio
- Chapel
- Other facilities that may be available on request.

Hirers

Hirers are defined in four categories. These are:

1. College affiliate groups
2. Staff of the College, hiring facilities for non-College related functions (eg. family celebrations)
3. Not-for-profit groups associated with the College with an annual turnover of less than \$100 000
4. All other groups: individuals (non staff), for-profit organisations and not-for-profit organisations not associated with the College or the Geelong community.

Functions

A private function is one that is not publicly advertised, and to which individuals are invited as members of a defined group (eg. family members, members of a club or association).

Affiliate groups

Affiliate groups are incorporated groups of the College: Alumni Association (including reunion groups), College Advisory Council, Rowing Club, Former Staff Association, and clubs whose members represent Sacred Heart College.

POLICY STATEMENT

Facilities of the College may be made available for hire when they are not required by the College. Facilities are not available for hire during the school day, on Public Holidays, or when the College is closed during the Christmas vacation.

The requirements of the College and the Sisters of Mercy take precedence over any requests from other parties to use College facilities.

Hire-charge structure

With the exception of incorporated affiliate groups, the College will charge reasonable fees for the hire of facilities. These fees will cover costs incurred to the College when facilities are used outside school hours. Costs include cleaning, power, security, staffing, and wear and tear.

The College provides catering and service costs and hire of special equipment are in addition to fees for the hire of the facility itself. All costs associated with the hire of a College facility will be included in the Facilities Hire Agreement.

Hire fees

The following fee model will apply

| Group | Deposit non refundable | Cost |
|--|------------------------|---|
| College affiliate groups | \$0 | \$0 (costs will be carried by the school) |
| Staff of the College for private and non-College related functions | \$0 | 50% of the full hire fee |
| Not-for-profit groups associated with the College or with an annual turnover of less than \$100 000 | 10% of hire costs | 50% of the full hire fee |
| Individuals, for-profit organisations and not -for-profit organisations with an annual turnover greater than \$100,000 | 10% of hire costs | Full hire fee |

* the full hire fee covers all costs of using the facility + 100 percent

Insurances

College affiliate groups and individuals – whether staff or not – hiring facilities for private functions (eg. weddings, family celebrations) are covered by the College's Public Liability Insurance. All other incorporated organisations are required to hold their own Public Liability Insurance with a minimum cover of \$20 million, as per the Facilities Hire Agreement, in respect of the planned function and to provide a Certificate of Currency on application.

Hirers are responsible for costs incurred for any damage to the premises or College equipment during the term of the hire.

Enquiries

All enquiries in relation to the hire of College facilities must be made through the online enquiry system and are dealt with in the first instance by the College Organiser.

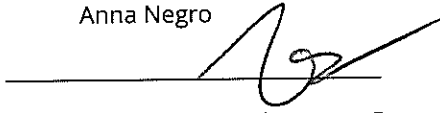
Staffing

The use of facilities included in this policy will be coordinated by members of the College staff who have been appointed by the College specifically to manage the hire of facilities.

RELATED DOCUMENTS

Sacred Heart College Business Plan
Facilities Hire Discussion Paper
Facilities Hire Agreement

Document Control

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| Date Approved: | 7 September 2017 |
| Name: | Anna Negro |
| Signature: |  |
| Author: | Director of Development, Communications and Marketing |
| Date presented at Council Meeting: | 7 September 2017 |
| Person Responsible for Implementation: | |
| Last Amended: | |
| Next Review Date: | |
| Location Checklist: | <input checked="" type="checkbox"/> Staff Handbook <input type="checkbox"/> Students <input type="checkbox"/> Parent Portal <input checked="" type="checkbox"/> Website |