



## FACILITIES HIRE POLICY

### RATIONALE

The Mercy value of Hospitality compels Sacred Heart College to be a community in reality, not just in name. Owned by McAuley Property Limited, the College 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.

### DEFINITIONS

#### Facilities

Facilities available for hire are defined as:

- Celies Dining Room
- Commercial Kitchen
- McAuley Hall
- Talbot Street Gymnasium
- O'Dwyer Centre (ODC)
- Dance Studio
- Chapel
- Main Oval
- Junior Oval
- Innovation Precinct Atrium
- Other facilities that may be available on request.

#### Hirers

Hirers are defined as any person or group seeking to hire College facilities.

#### Private 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 groups associated with the College, eg Sacred Heart 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, McAuley Property Limited, and the Sisters of Mercy take precedence over any requests from other parties to use College facilities.

### HIRE-CHARGE STRUCTURE

With the exception of 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, and staffing.

Catering, service costs, and use of special equipment is an additional charge to the facility hire fee. All costs associated with the hire of a College facility will be included in the Facilities Hire Agreement.

## HIRE FEES

The schedule of hire fees will be maintained by the College Organiser and made available to potential hirers on inquiry.

## INSURANCES

College affiliate groups and individuals (staff and non-staff) hiring facilities for private functions, eg weddings, family celebrations etc are covered by the College's public liability insurance.

All other organisations/hirers are required to hold their own public liability insurance with a minimum cover of \$20 million (as per the Facilities Hire Agreement) in respect to the planned function/activity. They are also required 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.

## RISK MANAGEMENT AND COMPLIANCE

In line with the College's risk management and compliance regulations, hirers are required to pay a deposit prior to their event (as per the fee schedule above) and complete a *Facilities Hire Agreement*.

## ENQUIRIES

Enquiries in relation to the hire of College facilities can be made through the College website and will be addressed 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

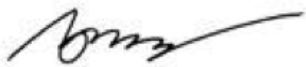
Sacred Heart College Facilities Hire Agreement

## DOCUMENT CONTROL

Date Approved: 26 April 2023

Name: Anna Negro, Principal

Signature:



Sponsor: Director of Development, Marketing and Communications

Date presented at Advisory Council Meeting: 26 April 2023

Reviewed by:

- School Committee: N/A
- Sub Committee of the College Council: N/A
- Student Leadership House Focus Team: N/A

Person responsible for implementation: Director of Development, Marketing and

Communications Location checklist:  Staff Handbook  Student Space  Parent Portal  Website

**VERSION HISTORY**

<b>Version</b>	<b>Date approved</b>	<b>Next review</b>
1.0	Dec 2014 (creation)	2017
2.0	Sep 2017 (update)	2020
3.0	Aug 2020 (update)	2023