

Community Use Agreement Checklist

This checklist assists principals in considering an application for community use of school facilities, where:

- a community organisation wishes to use a school’s facilities on a one-off basis. Examples include a sports association hiring the hall for its annual presentation night

OR

- a community wishes to use a school’s facilities on a regular basis for a period up to but not exceeding 12 months. This may also include a use for a short period, such as a fortnight or over a month. An example would be a local craft group hiring a room every Tuesday night for a year or theatre rehearsals

OR

- at the principal’s discretion, for very small commercial ventures such as dance or drama classes for up to 12 months. If there is any doubt, Legal Services should be consulted for further advice.
- Community Use Agreements may be used in succession for the same user, as long as
 - each period is up to but not exceeding 12 months
 - a new agreement is signed every time.

This checklist supports the Community Use of School Facilities implementation procedures.

Step	Action	Procedure	Responsibility	Yes	No
1	Are you aware of the requirements for probity and ethical behaviour?	10.7	Principal	Yes	No See section 10.7
2	Is the agreement for a period exceeding 12 months?	5.5	Principal	Yes See section 5.5 Application ends here	No Continue
3	Does the agreement involve capital works and facility upgrades?	5.6	Principal	Yes See section 5.6 Application ends here	No
4	Does the agreement involve children’s services (ie OSHC)?	4	Principal	Yes Lease or Licence required. See section 4 Application ends here	No
5	Is the use of the facility:				
	▪ an appropriate use?	2.1	Principal	Yes	No See section 5.1 Application ends here
	▪ of benefit to the community?	2.2	Principal	Yes	No See section 5.1 Application ends here
	▪ an prohibited use?	2.5	Principal	Yes See section 5.1 Application ends here	No

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Step	Action	Procedure	Responsibility	Yes	No
6	Is the applicant:				
	▪ an Electoral Authority	3.1	Principal	Yes See section 3.1 Application ends here	No
	▪ school based parent organisation (eg P&C Association)	3.2	Principal	Yes	No
	▪ a charity/not-for-profit organisation	3.3	Principal	Yes	No
	▪ a Government organisation	3.5	Principal	Yes	No
7	Is the proposed community user a "very small" commercial venture? (i.e. single location, less than 2 employees)	3.4	Principal	Yes Go to Q7	No Go to Q8
		1.3 5.5	Principal	Yes	No Lease or Licence required. See section 5.5 Application ends here
8	Is the applicant a prohibited organisation?	3.6	Principal	Yes See section 5.1 Application ends here	No
9	Is there a conflict with an agreement in place?	3.8	Principal	Yes See section 5.1	No
10	If there is competition for the use of the facility, does the applicant have priority?	3.8	Principal	Yes	No See section 5.1
11	Has an assessment of the proposed space been made?	8	Principal		
	▪ is the accommodation suitable? e.g. access to toilets, safe and secure etc.	8.2	Principal	Yes	No See section 5.1
	▪ will there be any significant impact on the operation of any other groups?	3.8	Principal	Yes See section 5.1	No
12	Has a risk assessment been completed?	7.2	Principal	Yes	No
		8.1 2.6	Principal	Yes	No
13	Has consultation been held? (if applicable)	9	Principal	Yes	No N/A
	▪ were those consulted supportive of the application?	9	Principal	Yes	No N/A If no, See section 5.1
14	Will the use involve children?		Principal	Yes	No Go to Q15
	▪ if yes, have appropriate checks been made?	2.4	Principal	Yes	No See section 5.1
15	Have the following issues been considered and agreement been reached with the applicant?		Principal		
	▪ cleaning	7.2	Principal	Yes	No
	▪ damages	7.3	Principal	Yes	No
	▪ safety and security	7.7	Principal	Yes	No
	▪ screening of films and videos	7.5	Principal	Yes	No
	▪ access to amenities (toilets/hygiene)	8.2.2	Principal	Yes	No

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Step	Action	Procedure	Responsibility	Yes	No
	<ul style="list-style-type: none"> information security 	8.2.3	Principal	Yes	No
	<ul style="list-style-type: none"> use of equipment 	8.2.5 8.2.3	Principal	Yes	No
	<ul style="list-style-type: none"> noise levels 	8.2.7	Principal	Yes	No
	<ul style="list-style-type: none"> lighting 	8.2.4	Principal	Yes	No
	<ul style="list-style-type: none"> hours of operation 	8.2.6	Principal	Yes	No
16	Insurance:	7.1	Principal		
	<ul style="list-style-type: none"> will requirement of insurance be waived (low risk, charitable)? 	7.1	Principal	Yes <small>Check with Legal Services Directorate</small>	No
	<ul style="list-style-type: none"> have details and proof of currency of insurances been received and filed? 	7.1	Principal	Yes	No <small>See section 5.1</small>
17	Have you determined appropriate fees?		Principal		
	<ul style="list-style-type: none"> charity/not for profit 	10.1	Principal	Yes	No
	<ul style="list-style-type: none"> for profit 	10.1	Principal	Yes	No
	<ul style="list-style-type: none"> discount 	At the discretion of the Principal, reason noted	Principal	Yes	No
	<ul style="list-style-type: none"> equipment fees 	10.3	Principal	Yes	No
	<ul style="list-style-type: none"> security deposit 	10.4	Principal	Yes	No
18	Has agreement been reached with the applicant on all terms?	5.4	Principal	Yes	No <small>See section 5.1</small>
19	Has an agreement been drafted?	5.4	Principal	Yes	No
20	Signing Agreement				
	<ul style="list-style-type: none"> does the person signing the agreement have the authority to do so? 	5.4	Principal	Yes	No
21	On-going Management				
	<ul style="list-style-type: none"> has a copy of the agreement been filed? 	5.3	Principal	Yes	No
	<ul style="list-style-type: none"> have current copies of insurance, licence, registration as required been submitted and filed? 	5.3	Principal	Yes	No
	<ul style="list-style-type: none"> are there official recorded lines of communication between the applicant and the school? 	5.4.2	Principal	Yes	No
	<ul style="list-style-type: none"> are you aware of the dispute resolution provisions? 	5.4.3	Principal	Yes	No
	<ul style="list-style-type: none"> are you aware of how to terminate or suspend the agreement? 	5.4.4	Principal	Yes	No