

## Community use of state school facilities – flowchart

(This flowchart is a high level summary of the assessment and approval process for community use of school facilities. Use in conjunction with the [Community use of state school facilities procedure](#))

### **1. Providing advice to community users (process and documents)**

- Community user contacts school with a request to hire school facility;
- Community user to identify the school facility to be hired as this will assist the school in determining what hire agreement is applicable;
- School staff to make the community user aware of requirements by providing the following documents:
  1. [Community use of state school facilities policy](#);
  2. [Community use of state school facilities procedure](#);
  3. [Community user guidelines for hiring school facilities](#);
  4. [Community user risk assessment](#);
  5. Applicable Hire agreement (standard, swimming pool, cyclone shelter) for pre-filling as much information as possible, prior to submission



### **2. Assessing the community user's application**

- Community User submits the following information to the school:
  1. Completed community user risk assessment;
  2. Partially completed hire agreement;
  3. Supporting information;
- School principal reviews and assesses the community use application to determine if the application is within the scope and principles of the community use of state school facilities policy;
- Community users conducting commercial/profit making activities should be charged market rentals - to determine market rentals, principals will need to consider consulting with a qualified valuer;
- Principal to consider the community user's risk assessment; and
- Complete the [Principal's community use checklist and risk assessment](#) to determine if the activity is appropriate and whether adequate measures are in place for the activity to be conducted safely.
- It is at this stage all supporting documentation is checked for completeness, validity and currency. Refer to: [Notes for principals and school staff for completing hire agreements for community use](#).



### **3. Notifying the community user of the outcome**

- The principal must advise the community user of the outcome of the application as soon as possible; and
- make the community user aware of the safety and security responsibilities in using and accessing school facilities.



#### **4. Signing the hire agreement**

- Community user signs the hire agreement in duplicate and initials each page and all amendments or additions; and
- Pay the hire fee and security bond (if required).



#### **5. Monitoring the hire agreement**

- Principal must ensure the community user complies with the terms of the hire agreement throughout the hire period.



#### **6. Record keeping**

- All community use documentation must be retained by the school for at least seven years.