



Department of
Education

Community Use of Public School Facilities Policy

Effective date: 3 December 2020

Version: 2.0

Accurate at the time of printing 29/07/2021.

Table of contents

1. Policy statement	3
2. Policy rules	3
3. Responsibility for Implementation and Compliance	4
4. Scope	4
5. Definitions	5
6. Related documents	6
7. Contact information	7
8. History of changes	8
9. More information	8
Supporting content	8
Policy review date	8

1. Policy statement

School facilities can be made available for use by third parties. Arrangements for use of school facilities by third parties must not adversely affect the safety or welfare of students and staff, and must not interfere with the normal operations of the school.

2. Policy rules

Principals and college managers must:

- determine if the use is appropriate and existing facilities are available and suitable for use before granting permission and entering into an agreement;
- determine that the use of the facility does not adversely affect the safety or welfare of students and staff and does not interfere with the normal operations of the school;
- contact [Asset Planning and Services](#) if a third party requests the use of school facilities 'during school or college hours';
- undertake a risk management assessment of the third-party user by completing the [Risk Assessment](#) document;
- only use the Department's approved licence agreements and templates, and forward copies to [Commercial Services](#) for review before signing;
- confirm that all third-party users using school facilities during school or college hours have a [Nationally Coordinated Criminal History Check](#) that is processed through the Department's Screening Unit, and have a valid Screening Clearance Number before using school facilities;
- comply with the [Working with Children Checks in Department of Education Sites Policy and Procedures](#);
- establish appropriate fees and charges for use of school facilities and at a minimum recover the costs associated with use by the third party;
- keep one signed original licence agreement and provide the second original licence agreement to the licensee, and submit an electronic copy of the licence to [Commercial Services](#); and
- confirm that all fees received from the use of school facilities are credited into the appropriate mandatory revenue budget accounts of the school as stipulated in the 'School Chart of Accounts'.

Guidance

This policy does not apply to:

- agreements for provision of contracted services by third parties;
- agreements for a facility, such as an oval, owned by the Department or a local government authority where its use is shared (commonly referred to as a shared use agreement);
- agreements for the use of a third party's land or property separate to the school site; and
- overnight accommodation for third parties.

Principals and college managers have the delegated authority under the School Education Act 1999 to approve the use of existing facilities on school premises for a fixed period of no more than two (2) years, and a new licence agreement is prepared and signed for each period.

Principals and college managers do not have the delegated authority to approve third party use of canteens and uniform shops. Only the Director General can sign licence agreements for third party use of canteens and uniform shops under the Commercial Tenancy (Retail Shops) Agreements Act 1985.

Payment for the use of school facilities should be made to the school prior to third party use.

Principals and college managers should refer to Ikon service [Community Use of Public School Facilities](#) (staff only) before considering any licence agreements

3. Responsibility for Implementation and Compliance

Principals and college managers are responsible for implementation of this policy.

Line managers are responsible for compliance.

4. Scope

This policy applies to all principals and college managers.

5. Definitions

School facility

Property vested in the Minister for Education and Training being land, buildings and infrastructure.

Third Party

The individual, group or entity permitted to use school facilities.

Principal

The person occupying the position of principal in a public school.

College Manager

The person occupying the position of college manager in a student residential college.

School

Both public schools and student residential colleges.

College hours

Anytime the student residential college is open for students to be in residence.

Licence

The written contractual agreement between a school and third party.

Contracted services

The engagement of a third party to provide services to or on behalf of the school.

6. Related documents

Related legislation or authority

[School Education Act 1999 \(WA\)](#)

[School Education Regulations 2000 \(WA\)](#)

[School Education \(Student Residential Colleges\) Regulations 2017 \(WA\)](#)

[Commercial Tenancy \(Retail Shops\) Agreement Act 1985 \(WA\)](#)

[Working with Children \(Criminal Record Checking\) Act 2004.](#)

[Working with Children \(Criminal Record Checking\) Regulations 2005.](#)

Related Department policies and documents

[Acceptance and Provisions of Gifts](#)

[Alcohol and Other Drugs in the Workplace](#)

[Child Protection in Department of Education Sites](#)

[Criminal History Screening for Department of Education Sites](#)

[Duty of Care for Public School Students](#)

[Information and Communication Technologies Security](#)

[Occupational Safety and Health](#)

[Records Management](#)

[School Security for Public Schools](#)

[Staff Conduct and Discipline](#)

[Visitors and Intruders on Public School Premises](#)

[Working with Children Checks in Department of Education Sites](#)

[Community Use of School Facilities Guidelines](#)

[Private Tutors in Public Schools](#)

7. Contact information

Policy manager:

Director, Asset Planning and Services

Policy contact officer:

Principal Consultant, Property and Contracts

Email: PropertyLeasing@education.wa.edu.au

8. History of changes

Effective date	18 November 2018
Last update date	21 August 2018
Policy version no.	1.4
Notes	Minor changes to include reference to Public Schools D18/015165 and updated legislation links D18/0207680.

Effective date	3 December 2020
Last update date Policy version no.	2.0
Notes	Major review of policy undertaken. Endorsed by Director General 4 November 2020 D20/0560983.

9. More information

Supporting content

No supporting content found.

Policy review date

3 December 2023
