



Department of  
**Education**

# **Community Use of Public School Facilities policy**

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Version: 2.3

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## 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 [Commercial and Contracting 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 and Contracting Services](#) for review before signing
- decide if third-party users using school facilities during school or college hours require 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. (refer to section B16 "Use of school facilities by the community" within the [Criminal History Screening for Department of Education Sites policy and procedures](#))
- 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
- ensure both parties sign 2 original hard copies of the licence agreement, keep one signed original licence agreement, provide a second signed original licence agreement to the licensee, and submit an electronic copy of the signed licence to [Commercial and Contracting Services](#)

- 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)
- overnight accommodation for third parties
- agreements requiring development/redevelopment of school facilities or vacant land by the third party
- facilities leased/licensed by the Department on behalf of schools
- Surplus sites.

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 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.

Principals are instructed there is an interim ban on the outdoor use of inflatable amusement structures, including bouncy castles, in public schools. Schools are also prohibited from using zorb balls. The ban applies to situations where school facilities are made available for use by third parties. Refer to [CEO Instruction - interim ban on the outdoor use of inflatable structures and banning of zorb balls](#).

## 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**

Land and property vested in or owned by the Minister of Education and forming part of an active school site with the oversight of a principal or college manager. Unused land on a school site is still considered a School facility.

### **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.

**Surplus sites**

Land and property vested in or owned by the Minister for Education that is not used for an active school site with the oversight of a principal or college manager (distinct from unused land on a school site).

## 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**

[Gifts, Benefits and Hospitality policy](#)

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

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

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

[Cyber Security policy](#)

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

[Work Health and Safety policy](#)

[Records Management policy](#)

[Security for Public Schools and Residential Facilities policy](#)

[Staff Conduct and Discipline policy](#)

[Visitors and Dignitaries at Public Schools and Residential Facilities policy](#)

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

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

[Private Tutors in Public Schools policy](#)

## **Other documents**

[CEO Instruction - interim ban on the outdoor use of inflatable structures and banning of zorb balls](#)

## 7. Contact information

**Policy manager:**

Director, Infrastructure Operations

**Policy contact officer:**

Principal Consultant, Property and Leasing

Email: [PropertyLeasing@education.wa.edu.au](mailto:PropertyLeasing@education.wa.edu.au)

## 8. History of changes

<b>Effective date</b>	18 November 2018
<b>Last update date</b>	21 August 2018
<b>Policy version no.</b>	1.4
<b>Notes</b>	Minor changes to include reference to Public Schools D18/015165 and updated legislation links D18/0207680.
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<b>Effective date</b>	3 December 2020
<b>Last update date</b> <b>Policy version no.</b>	2.0
<b>Notes</b>	Major review of policy undertaken. Endorsed by Director General 4 November 2020 D20/0560983.
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<b>Effective date</b>	3 February 2020
<b>Last update date</b>	7 February 2022
<b>Policy version no.</b>	2.1



<b>Notes</b>	Minor change to include CEO Instruction - interim ban on the outdoor use of inflatable structures and banning of zorb balls D22/0069672
<b>Effective date</b>	3 December 2020
<b>Last update date</b>	20 March 2023
<b>Policy version no.</b>	2.2
<b>Notes</b>	Minor change to update related Policy title and link to Gifts, Benefits and Hospitality D23/0939588
<b>Effective date</b>	3 December 2020
<b>Last update date</b>	10 March 2026
<b>Policy version no.</b>	2.3
<b>Notes</b>	Minor changes to clarify policy rule regarding signing and submitting licence agreements and business area and contact name changes. Alignment with the Department's Style Guide (Approval D26/0180368)

## 9. More information

### Supporting content

No supporting content found.

### Policy review date

3 December 2023

### Policy last updated

10 March 2026