



## EXTERNAL USAGE OF FACILITIES AND EQUIPMENT

### Rationale

St Patrick's College is a Catholic Boys School conducted by the Christian Brothers since 1893 for boys from Ballarat and environs, and for residential students from throughout Victoria, southern New South Wales, and beyond. St Patrick's College is a vibrant community of students, staff, parents and friends and wishes to be recognised as an outstanding corporate citizen that is seen to contribute to the general wellbeing and development of the entire Ballarat community.

The College boasts excellent facilities and equipment which sometimes are used by individuals and groups from the wider community in line with the College's User Agreements. At all times first preference for the usage of all facilities and equipment will be provided to St Patrick's College students in line with the College's vision: *Excellence in education for all boys in a nurturing Catholic community in the spirit of Edmund Rice.*

In its Mission Statement the College proposes: *we express our faith through our service of others. In the Spirit of Edmund Rice, we develop young men who will serve the College and shape society with compassion and justice.* (From the St Patrick's College Strategic Plan, 2006-2010). External usage of College facilities reflects the College's desire to be active in supporting community groups achieve their own mission.

### Scripture

"who ever has two coats must share with anyone who has none; and whoever has food must do likewise."

Lk 3:11

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### Policy

***The College desires to be active in supporting community groups achieve their own mission through the letting of its facilities in accordance with the College's User Agreements and guidelines .***

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### Facility and Equipment User Guidelines

#### Priority of Use:

All facilities and equipment will be primarily used for College related activities during and after school hours that enhance learning outcomes for boys.

College and parish linked groups will generally have priority for out of school usage.

If facilities and equipment are available outside of this usage, priority will be given to peak bodies such as the Ballarat Cricket Association, Ballarat Football League, North Ballarat Football Club (VFL), Royal South Street Society and Ballarat Basketball Association.

Usage of facilities and equipment by individual clubs, groups or societies should normally be made via their peak body to ensure that the College is seen to be dealing equitably with all potential users of its facilities and equipment.

The Headmaster has the right to negotiate with users other than peak bodies if there is a direct benefit to the College and its students.

### Usage Guidelines

#### Refusal to Let:

It shall be at the discretion of the College Business Manager to refuse to let facilities or equipment in any case, in particular where cases arise where facilities and equipment are required for student usage or to protect the quality of facilities and equipment for future student usage; and notwithstanding that the facility/equipment may have been let, or that these conditions have been accepted and deposit paid, the Business Manager shall have the full power to cancel the hire agreement and return the deposit and bond payments to the User. The user hereby agrees to accept the same and to have consented to such cancellation and to have no claim in law or in equity for any loss or damage in consequence thereof.

#### Damage to Facilities and Equipment:

The user will be responsible for all damage to facilities and equipment, outside of incidental damage that is foreseeable through the normal usage of facilities and equipment. This will be taken from the bond money upon mutual agreement between the user and the Business Manager. If there are insufficient funds to cover repair costs then the user will be invoiced for the amount required to rectify the damage. If parties cannot agree upon the amount required to rectify damage the matter will be referred to the College Business Manager. If required the matter can with mutual consent be referred to the Headmaster for a decision thereon and such a decision shall be binding on both parties in dispute.

#### Commercial Arrangements:

All users of the College's facilities and equipment recognise that they are entering in to commercial arrangements with the College as outlined in the User Agreement policy (Attachment A). All applications must be made to the College Business Manager on the User Agreement Application form (Attachment B) and approved by the Business Manager in liaison with relevant staff members, for example the Head of Sport or Catering Manager. The Headmaster shall at all time reserve the right to cancel bookings that are inconsistent with the Catholic ethos of the College or its primary purpose as a teaching and learning institution.

The facilities and equipment of the College will generally only be used by organisations that are considered to be not-for-profit organisations and have as their mission, outcomes which are linked to the enhancement of the wider community and the wellbeing of individuals. The usage of facilities and equipment by businesses that are seeking to generate income for private purposes may be considered if consistent with the Catholic ethos of the College however usage charges will be separately negotiated with the Business Manager to reflect this commercial focus.

#### Priority of Usage:

- Student usage during and after school hours
- College linked groups such as the Rowing Club, Friends of Music and Parents and Friends Association
- Parish linked organisations
- Old Boys for personal/family usage – for example wedding in Chapel or function in pavilion
- Individual peak bodies that represent individual clubs, societies and groups within the region – for example the Ballarat Cricket Association, Ballarat Football League, North Ballarat Football Club (VFL), Ballarat Basketball Association or Royal South Street Society.
- Individual organisations who apply through their peak body
- Individual organisations who apply upon their own undertaking

#### Indemnities:

The College will normally only enter into usage arrangements with organisations that are incorporated and have the relevant insurances to indemnify the College and all its servants from and against all claims, demands, writs, summonses, actions, suits, proceeds, judgements, orders, decrees, damages, costs, losses and expenses of any nature whatsoever which St Patrick's College may suffer or incur in connection with loss of life, personal injury and/or damage to property of any person using or entering on or near any entrance, passage or part of the facility or occasioned (whatsoever it may occur) wholly or in part by the act, neglect default or omission by the Hirer, their agents, servants, or invitees or any other person or persons using or upon the premises with their consent or approval expressed or implicit.

#### **Application Process:**

- All applications for the use of College facilities and equipment will be directed to the Business Manager.
- The Business Manager will confer with relevant staff and will make a decision in regards to all applications.
- The Business Manager will advise all applicants of the outcome of their request, and any stipulations that may apply to the application, in writing within seven (7) days of the lodgement of their request. If additional time is required to assess the application the Business Manager will convey this information to the applicant.

- Staff may from time to time be delegated by the Business Manager to inform applicants verbally as to the outcome of their request prior to the Business Manager's written notification.
- The Headmaster shall reserve the right to make bookings for facilities and equipment in liaison with the Business Manager.

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**Status of Policy:** Ratified by the College Board, 2012.

**Review:** 2017