



Community use of Queensland state school facilities

Frequently asked questions

How can I find out if I can use the facilities at my local school?

All requests for the use of school facilities are to be made to the principal.

How much will it cost to use the facilities?

Principals determine fees and charges for the hire of school facilities provided that at a minimum these fees and charges ensure the school recovers any costs associated with the use of their facilities and that the school is not out-of-pocket.

Principals may waive any fees and charges if they decide there is a direct benefit to the school.

Am I able to use the facilities during school hours?

The primary function of a school is as a place of learning and the absolute priority use of the site is for educational purposes during school hours.

What sort of activities can be held at school sites?

Principals will consider all requests to use school facilities made by third parties.

The proposed activity must not interfere with the provision of teaching and learning programs, damage the physical infrastructure of the school or its reputation, or pose an unacceptable level of risk of injury to users of the facilities. Principals will ensure that these assets are used to maximise community benefit.

My community group has used school facilities in previous years. Is the process any different?

No, the community use of school facilities was already established in Queensland state schools. However, many individual procedures regarding the various forms of use were not coordinated and did not provide a clear path for the considerations and decisions needed to be made by principals, the primary facility manager for school sites.

Will the new policy create more work for schools?

Stakeholders, in particular the Red Tape Reduction Council of Principals, fully support the revision and updating of the policy and procedure. It will reduce red tape by streamlining the administration and management of the community use of school facilities.

My organisation is only small, what is involved to set up an agreement?

Community use of state school facilities is to be formalised through a written agreement between the principal of the school and the user or group.

The department has a Public and Products Liability insurance policy with the Queensland Government Insurance Fund (QGIF) for all its activities. This policy does not cover "third party hirers" of school facilities against claims for death, injury or damage they have caused.

When hiring school facilities you must produce evidence of your public liability insurance which provides appropriate coverage of at least \$20 million to protect you in case of a claim against you for injury, death or damage or destruction of property.

In some circumstances, the principal may waive the requirement for public liability insurance, where the activity is of a non-commercial nature and a risk assessment review of the proposed activity by the principal determines that the proposed activity carries minimal to low risk.