Statement

If convenient, MacKillop Catholic College will lend or hire its equipment and facilities to staff, church agencies and approved community organisations.

Definition

**Equipment** includes items such as sporting, outdoor education and computing devices.

**Facilities** includes the school grounds, gymnasium, toilets and classrooms.

**Staff** people working at MacKillop Catholic College.

**Community** includes schools, sporting clubs, charitable organisations and businesses.

Rationale

In a spirit of co-operation, equipment and facilities can be lent or hired. Lending of equipment to staff can allow them to prepare and organise themselves out of hours to enhance in-school activities. Lending of equipment to the local community creates the goodwill to enable MacKillop Catholic College to borrow from others. Hiring of facilities also creates a positive image for the College in the community.

Guidelines

1. Loans of equipment must be negotiated between the staff member who has the primary call on the item as well as the Business Manager and recorded with an expected return date noted.

2. The borrower will need to provide in writing a declaration claiming responsibility for any damage will be covered and note the date and time they are borrowing the items.

3. Equipment must be returned on time and checked for good condition.

4. All equipment and facilities hired out must be insured by the College.

5. In the event of damage or loss, the person or organisation borrowing equipment or hiring facilities must either pay the cost of repair or replacement or meet the excess on the insurance policy for repairing or replacing the item.

6. Failure to abide by the terms of the contract will result in cancellation of the contract and loss of the right to use the facilities.

7. No item will be hired out unless the hirer has the necessary permits and licences (e.g. College bus). The College bus is licensed only for school activities.

8. Not all equipment and facilities will be available for loan.

9. The College reserves the right to refuse requests for hire or loan of equipment.