



## **HIRE OF SCHOOL FACILITIES**

### **POLICY**

Footscray North Primary School has the following facilities available for hire (for one-off or very short-term use) or licence (for regular, on-going use) to the community:

- Hall/Gymnasium
- Tennis Courts
- Meeting Room/Performing Arts Room
- Classrooms
- Grounds – oval/yard

The School Council will only consider applications for the hire or licence of the above facilities if the purpose is for educational, recreational, sporting or cultural activities for:

- students;
- the local community; or
- young persons,

and in circumstances where the facilities are not required for ordinary school purposes.

The process for applying to hire or licence school facilities is: to contact the office by email ([Footscray.north.ps@edumail.vic.gov.au](mailto:Footscray.north.ps@edumail.vic.gov.au)) in regards to the hire of facilities. Should the School Council approve the hire proposal you will need to enter into a written agreement with the school council.

The agreement between you and the School Council will require you:

- to have adequate public liability insurance (other insurance might be requested, depending on the use of the facilities);
- in most instances, to pay a hire or licence fee for the use of the facilities;
- in most instances, to pay a security deposit; and
- to be bound by the terms and conditions contained in the agreement.

Please contact the school's office to discuss your requirements or to obtain further information.

### **FURTHER INFORMATION AND RESOURCES**

Hire Agreement templates available at <https://edugate.eduweb.vic.gov.au/Services/legal/Pages/School%20Council%20-%20Shared%20Use%20of%20Facilities.aspx>

Please refer also to the school's *Smoking Ban Policy*.

### **REVIEW CYCLE**

This policy was developed in January 2019 and will be reviewed as part of the school's three-yearly review cycle or if guidelines change (latest DET update late July 2018).

This policy was ratified by School Council 25/3/2019

Reference:

[www.education.vic.gov.au/school/principals/spag/infrastructure/pages/sharedfacilities.aspx](http://www.education.vic.gov.au/school/principals/spag/infrastructure/pages/sharedfacilities.aspx)