



# HIRING, LICENSING AND SHARED USE OF SCHOOL FACILITIES



## Help for non-English speakers

If you need help to understand the information in this policy please contact Parkwood Green Primary School on 94493600

## Hire and Licence of School Facilities – Community Information

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Parkwood Green 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:

- Gymnasium
- Learning centre
- School oval

Parkwood Green Primary school 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 at Parkwood Green Primary school for applying to hire or licence school facilities is:

- Speak to our business manager Deborah Fransen to negotiate arrangements, including but not limited to times and dates for using the facilities and costs for hiring facilities.

Following this 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 on 9449 3600 to discuss your requirements or to obtain further information.