



*“Working Together for a Better Future”*

## HIRE OF FACILITIES POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact Wallan Primary School.

Wallan Primary School has a gym available for hire, for short-term use, or regular on-going use to community groups.

Wallan Primary School school council will only consider applications for the hire or licence of the above facilities if the purpose is for educational, sporting or cultural activities:

- for students,
- for the local community, or
- young persons,
- or in circumstances where the facilities are not required for ordinary school purposes.

The process at Wallan Primary School for applying to hire or licence school facilities is to contact the school's facilities manager to discuss details. A written agreement will be entered into with Wallan Primary School's 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 Wallan Primary School office to discuss your requirements or to obtain further information.