



# HIRE AND LICENCE OF SCHOOL FACILITIES

## COMMUNITY INFORMATION

### Help for non-English speakers

If you need help to understand the information in this policy please contact Reception at 03 9878 1730

### INFORMATION

Mount Pleasant Road Primary School and Kindergarten 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:

- Indoor: Hall, Classroom, CafeStudio
- Outdoor: Oval, Basketball/Netball Court

Mount Pleasant Road Primary School and Kindergarten 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 Mount Pleasant Road Primary School and Kindergarten for applying to hire or licence school facilities is:

1. Make contact with the school Reception by email or phone to discuss details of your request.
2. You will be requested to send an email with details of your proposal to the Principal who will review the request and ensure all details are included.
3. The request will be taken to the next meeting of the School Council which meets twice a term.
4. If approved 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.

School Name: Mount Pleasant Road Primary School	Policy name: (Guideline) Hire & Licence of School Facilities	Policy Ref. Number VRQA	Consultation:
Approved by: Kim Streitberger (Principal)	Date: Aug 2023	Next: Aug 2024	Version 1.0
			School Council

Please contact the school's office 9878 1730 or [mt.pleasant.road.ps@education.vic.gov.au](mailto:mt.pleasant.road.ps@education.vic.gov.au) to discuss your requirements or to obtain further information.

### COMMUNICATION

This community information will be available on Mount Pleasant Road Primary School's website so that parents and other members of the school community can easily access information about Mount Pleasant Road Primary School's about the hire and licence of the school's facilities.

### FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL):
  - [Community Use of Schools – Hiring and Licensing: Policy | education.vic.gov.au](https://www.education.vic.gov.au/Community-Use-of-Schools--Hiring-and-Licensing:Policy/education.vic.gov.au)
- [School Council Agreement - Hire.pdf](#)

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