



## Hire and Licence of School's Facilities – Community Information

River Gum 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 (no kitchen facilities included)

River Gum 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 River Gum Primary School for applying to hire or licence school facilities is:

- send an email to [river.gum.ps@edumail.vic.gov.au](mailto:river.gum.ps@edumail.vic.gov.au) with your details, including organisation name, contact details days/dates required, type of event.
- The request will be discussed and decision made in consultation with the Principal, School Council President and Leadership staff considering the organisational requirements of the school.
- If your request is 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.

### Hourly Rates (Incl GST) as set for 2019:

Regular Hire (payable monthly in advance)

\$33 per hr - Non-Profit Organisations	Key Bond \$100
\$38.50 per hr - Business Use	Key Bond \$100
Single Event:	Security Bond \$500

Please contact the school's office 9799 1216 to discuss your requirements or to obtain further information.

PREPARED BY	KERRIE FORD	REVIEWED BY C.C	FEBRUARY 2019
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