



## HIRE AND LICENCE OF SCHOOL FACILITIES – COMMUNITY INFORMATION

### Healesville Primary School Hire and Licence of School Facilities – Community Information

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Healesville 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:

- School gymnasium/hall

Healesville Primary 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 Healesville Primary School for applying to hire or licence school facilities is: call the office to discuss/send an email with details then you will need to enter into a written agreement with the school council, through the schools' business manager.

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 59624053 to discuss your requirements or to obtain further information.