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HIRE OF FACILITIES POLICY

Orchard Grove Primary School

Hire and Licence of School Facilities – Community Information

Orchard Grove 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:

- Performing Arts Centre (PAC) with the long room
- Outside Netball and Basketball courts
- Gymnasium (Wicking)

Orchard Grove Primary School's 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 school purposes.

The process at Orchard Grove Primary School for applying to hire or licence school facilities is:

- Contact the school office to discuss availability and provide the school with your details
- Email the school with these details
- Finally 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 Business Manager to discuss your requirements or to obtain further information.

Review Cycle And Evaluation

Ratified by School Council July 2022

Schedule for review in 2025