



MALVERN VALLEY PRIMARY SCHOOL **HIRE AND LICENCE OF SCHOOL FACILITIES- COMMUNITY INFORMATION**

FINANCE



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 9569 5820.

Hire and Licence of School Facilities – Community Information

Malvern Valley 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:

- Sherwood Centre
- Classroom
- School oval and Basketball Court

Malvern Valley 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 Malvern Valley Primary School for applying to hire or licence school facilities is: call the office to discuss agreement rates on 9569 5820 or send an email to malvernvalley.ps@education.vic.gov.au and 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.

Please contact the school's office on 9569 5820 to discuss your requirements or to obtain further information.

POLICY REVIEW AND APPROVAL

Policy last reviewed	02 03 2022
Approved by	School Council
Next scheduled review date	March 2025