



*A School With A View*

## Hire and Licence of School Facilities – Community Information

Boronia Heights 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
- specified classroom space

Boronia Heights 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 Boronia Heights Primary School for applying to hire or licence school facilities is:

- to contact the Business Manager or Principal to discuss availability and pricing 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.
- to forgo your agreed hired time if the school requires the facility for any school function or use (a minimum of 2 weeks' notice will be given by school).

Please contact the school's office on 9729 2614 to discuss your requirements or to obtain further information.