



HIRE AND LICENCE OF SCHOOL FACILITIES - COMMUNITY INFORMATION



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 97991216. Or you can use the National Translating and Interpreting Service by calling 131 450.

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 Performing Arts Centre

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 the relevant area with your details, including organisation name, contact details days/dates required:
 - Gymnasium hire enquiries: river.gum.ps@education.vic.gov.au
 - River Gum Performing Arts Centre enquiries: pacbookings@rivergumps@vic.edu.au
- 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.

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2024
Consultation	School staff/School Council - February 2024
Approved by	School Council
Next scheduled review date	February 2025