

HIRE AND LICENCE OF SCHOOL FACILITIES – COMMUNITY INFORMATION

Yarram Primary School

Hire and Licence of School Facilities – Community Information

Yarram 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:

- BER building (Multi Purpose Building)

Yarram 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 ordinary school purposes.

The process at Yarram Primary School for applying to hire or licence school facilities is to make contact with the school principal. 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.

The written agreement will cover such items as:

- the period of the agreement, specific times of use, and areas to be used
- contact names and telephone numbers of both parties
- access and security arrangements including arrangements with keys

- damage to property and arrangements to repair any damage
- cleaning arrangements
- car parking
- notification arrangements to the hirer if the school requires the facility during the normal hire period
- School Council's right to revoke the agreement at any time.

Please contact Yarram Primary School's office to discuss your requirements or to obtain further information.

REVIEW CYCLE AND EVALUATION

This policy was last updated on May 2025 and is scheduled for review in May 2028