

## Dorset Primary School No: 5132

### **HIRE AND LICENCE OF SCHOOL FACILITIES – COMMUNITY INFORMATION**

Dorset 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:

- School Hall

Dorset Primary 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 Dorset Primary School for applying to hire or licence school facilities is to contact the office to discuss/send an email with details to enter into a written agreement re: payments and terms/conditions with the school council.

The agreement will outline the following requirements:

1. The Licensee will have adequate public liability insurance (other insurance might be requested, depending on the use of the facilities);
2. The Licensee, in most instances, will pay a hire or licence fee for the use of the facilities;
3. The Licensee, in most instances, will pay a security deposit; and
4. The Licensee will be bound by the terms and conditions contained within the agreement.
5. The licensee must ensure that the premises and facilities used under this Agreement are left clean tidy and secured.
6. The licensee will reimburse the Licensor, within 14 days of demand, the total expense incurred by the Licensor in repairing any damage, or loss of property resulting from the premises left unsecured and unsupervised by the Licensee or any other acts of negligence.

Please contact the school's office on 9725 5038 to discuss or to obtain further information.