

## CONCORD SCHOOL POLICY

### 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 9467 3972.

Concord 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 and Performing Arts Centre (Bundoora Campus)
- Multipurpose Room (Watsonia Campus)

Concord 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 Concord School for applying to hire or licence school facilities is: call the office to discuss and/or send an email with details of the activity to the school email address 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 9467 3972 to discuss your requirements or to obtain further information.