

POLICY TITLE: Hire and Licence of School Facilities - Community Information
DATE DEVELOPED: March 2025
REVIEW DATE: March 2026

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement with the World	Academic Excellence	Inclusive Learning Environment	Personal and Social Wellbeing
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Essendon North 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:

- The school gymnasium and attached foyer area
- The school oval and accompanying facilities - including the gym toilets.

IMPLEMENTATION

Essendon North 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 school purposes.

The process at Essendon North Primary School for applying to hire or licence school facilities is:

1. Contact our school's office to request an appointment with the Principal or member of the Business Management Team to discuss the purpose for which you want to hire the facilities.
2. Upon approval in writing from their Principal or Business Management Team, the school will determine (in its absolute discretion) the applicable hire fee, terms and conditions of the hire or license.
3. You will be required to enter into a written agreement with the School Council Hire Agreement.

The Hire 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 license 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, including conditions of use of the hired area.

Please contact the school's office, Principal or Business Management Team to discuss your requirements or to obtain further information.

FURTHER INFORMATION AND RESOURCES

- Advertising
- Competition Grade Sporting Facilities
- Elections — Schools as Polling Places
- Insurance for Schools
- Policy Advisory Library: [Community Use of Schools](#)

COMMUNICATION

This policy will be communicated to our staff in the following ways:

- A copy will be made available to all staff who are involved with, or responsible for hire and licence arrangements of school facilities
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings (as required)

HELP FOR NON-ENGLISH SPEAKERS



If you need help to understand the information in this policy please contact Essendon North Primary School on (03) 9379 3979.

POLICY REVIEW AND APPROVAL

Policy Last Reviewed	March 2025
Approved By	Kate Barletta
Next Scheduled Review Date	March 2026