



Somerville Secondary College

# Hire and Licence of School Facilities Community Information

## PURPOSE

To ensure schools comply with the Department's policies and legal agreements for hiring, licensing and shared use of school facilities.

## SCOPE

Somerville Secondary College 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.

Somerville Secondary College 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:

1. College gym
2. Soccer pitch
3. Building 6 – Technical Building
4. Canteen

## POLICY

The process at Somerville Secondary College for applying to hire or licence school facilities is:

- Contact the Business Manager at the college
- Email requirements from hirer to Business Manager
- 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 (03) 5973 1000 to discuss your requirements or to obtain further information.

## **REVIEW CYCLE**

This policy was ratified and endorsed by School Council February 2022 and is scheduled for review in February 2023.