



# Hire and Licence of School Facilities Community Information

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

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.

## 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 hiring/leasing requirements or to obtain further information.

## POLICY REVIEW AND APPROVAL

Policy reviewed	February 2023
Approved by	School Council
Next scheduled review date	February 2024