



# Hire and Licence of School Facilities

## Community Information

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Cheltenham East Primary School has a school hall available for hire (for one-off or very short-term use) or licence (for regular, on-going use) to the community. Availability is extremely limited.

Cheltenham East 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 ordinary school purposes.**

Cheltenham East Primary School will not hire the school hall for birthday celebrations, engagement parties and other similar events.

The process at Cheltenham East Primary School for applying to hire or licence school facilities is to contact the office to discuss/send an email with details. If the hire can be accommodated, 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);
- 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 9583-5746 or [cheltenham.east.ps@education.vic.gov.au](mailto:cheltenham.east.ps@education.vic.gov.au) to discuss your requirements or to obtain further information.