



# Yarra Road Primary School

## Hire of Facilities Policy

Review Cycle	School Council Approval	Communication Requirements
3-4 years	Approval required for fee structure	School website

Yarra Road 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 Gym
- BER (Bower Building)
- The Front Basketball Courts
- The Oval

Yarra Road Primary School's 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.

We do not hire facilities for birthday parties.

The process at Yarra Road Primary School for applying to hire or licence school facilities is: Contact the office to discuss your requirements via phone or email. If the request is approved, we will send you a [hire agreement/contract](#) which includes rules and regulations for the hirer to fill in and return to us.

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 (see [Fee Structure](#));
- in most instances, to pay a security deposit; and
- to be bound by the terms and conditions contained in the agreement/contract.

Please contact the school's office via phone on 03 9723 4182 or via email at [yarra.road.ps@education.vic.gov.au](mailto:yarra.road.ps@education.vic.gov.au) to discuss your requirements or to obtain further information.

For departmental policy on Community Use of Schools, please refer to the below link:

[Community Use of Schools – Hiring, Licensing and Community Joint Use Agreements](#)

**REVIEW CYCLE AND EVALUATION**

Last Review Date	Approved by	Next Scheduled Review Date
Feb 2022	Principal	Feb 2025