



1050 Wangaratta-Whitfield Road  
OXLEY VIC 3678  
**Phone:** 03 5727 3312  
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## HIRE AND LICENCE OF SCHOOL FACILITIES COMMUNITY INFORMATION

Oxley 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:

- Shed

Oxley 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.

The process at Oxley Primary School for applying to hire or licence school facilities is: send an email with details including date required, organising committee and person responsible, length of usage 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) 5727 3312 to discuss your requirements or to obtain further information.

### **REVIEW CYCLE:**

<b>REVIEW DATE</b>	<b>August, 2020</b>
<b>APPROVED AT SCHOOL COUNCIL</b>	<b>20/08/2020</b>
<b>NEXT REVIEW DATE</b>	August, 2021