



# BIMBADEEN HEIGHTS PRIMARY SCHOOL

## COMMUNITY FACILITY USE - HIRE AND LICENCE OF SCHOOL FACILITIES

### COMMUNITY INFORMATION

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**Bimbadeen Heights 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:

- External Sporting areas
- Gym/Hall and other internal areas
- Canteen.

**Bimbadeen Heights Primary 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 **Bimbadeen Heights Primary School** for applying to hire or licence school facilities is to:

1. Write a letter or email the office with an expression of interest to hire/licence the facilities and confirm the days and hours required.
2. Meet with the Principal/Assistant Principal to discuss arrangements.
3. Enter into a written agreement with the Bimbadeen 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.

**118 Hayrick Lane, Mooroolbark VIC 3138**

**Phone: 9726-9989**

**Email: [bimbadeen.heights.ps@edumail.vic.gov.au](mailto:bimbadeen.heights.ps@edumail.vic.gov.au)**

Please contact the school's office **9726 9989** to discuss your requirements or to obtain further information.