



## Hire and Licence of Parkhill Primary School Facilities – Community Information



### Help for non-English speakers

If you need help to understand this policy, please contact the school office.

### Purpose

School facilities subject to hire and licence agreements must only be for the purpose of educational, recreational, sporting, or cultural activities for students, the local community or young persons. Any other purpose requires the Minister's approval.

Parkhill 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:

- School Hall, including the use of toilets and canteen
- School Hall stage
- Old School Hall stage
- Science Kitchen
- School Grounds, incorporating asphalt, Science Kitchen covered area, oval
- Soccer Grounds, incorporating the soccer field only
- Classrooms, best for after school programs and third party programs, eg GATEWAYS
- Library

If interested in applying to hire or licence the school facilities at Parkhill Primary School, please contact the office to discuss your requirements. If possible, an arrangement will be made, governed by 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;
- should comply with the Child Safe Standards; and
- to be bound by the terms and conditions contained in the agreement.

Please contact the school's office on 9807 2239 or [parkhill.ps@education.vic.gov.au](mailto:parkhill.ps@education.vic.gov.au) to discuss your requirements or to obtain further information.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2025
Consultation	N/A
Approved by	Jo Jolly
Next scheduled review date	December 2029 (4 years)