

## Carlton North Primary School

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

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Carlton North 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 school hall - carpeted

Carlton North 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 Carlton North Primary School for applying to hire or licence school facilities is: to send an email to the school email address [carlton.north.ps@education.vic.gov.au](mailto:carlton.north.ps@education.vic.gov.au) with details of your hire request. Should your request be approved, 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 9347 4822 or via the school email to discuss your requirements or to obtain further information.