

Elmore Primary School

Hire and Licence of School Facilities – Community Information

Elmore 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:

- Outdoor camping space on the oval
- Toilet block
- Kitchen and indoor toilet access

Elmore 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 Elmore Primary School for applying to hire or licence school facilities is one of the following:

- call the office to discuss with the Principal – 03 5432 6247 / 0416 008 918
 - send an email with details to elmore.ps@edumail.vic.gov.au
- 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 5432 6247 to discuss your requirements or to obtain further information.