



HIRE AND LICENCE OF SCHOOL FACILITIES – COMMUNITY INFORMATION

Hire and Licence of School Facilities – Community Information

Berwick Lodge Primary School has the following facilities available for hire or licence (for regular, on-going use) to the community:

- Gymnasium
- External Grounds (eg, Oval, Courtyard, basketball courts)

Berwick Lodge 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 Berwick Lodge Primary School for applying to hire or licence school facilities is either contacting the school office or via email where 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 9709 6700 to discuss your requirements or to obtain further information.