



# Aurora School

## HIRE OF SCHOOL FACILITIES

### DET Policy Template (October 2018)

#### RATIONALE

An integral part of the Aurora School Community Kindergarten is a Community Room which is used by the school for Professional Development presentations, school events and associated educational meetings.

The Community Room is also available for hire.

#### IMPLEMENTATION

Aurora School has priority use of this space.

The Community Room will be available for hire if the use of this space:-

- Furthers the educational purpose of Aurora School
- Supports the vision and strategic goals of Aurora School
- Enhances community involvement and relationships.

The process at Aurora School for applying to hire or licence school facilities is to either call the office to discuss your request and/or send an email with details of your request.

If the request is accepted you will need to enter into a written agreement with the school council. Hiring of the space is subject to Aurora School Conditions of Hire which will be provided at the time of hire.

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 to discuss your requirements or to obtain further information.

#### EVALUATION :

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**This is a DET Policy Template and was last updated by DET in October 2018.**