

SCHOOL NO. 4401 - KATANDRA WEST

Policy Statement: **ENVIRONMENT**
651 - HIRING, LICENSING AND SHARED USE OF SCHOOL FACILITIES

Responsibility: Principal

This Policy was last reviewed by School Council in October, 2025.

Katandra West Primary School

Hire and Licence of School Facilities – Community Information

Katandra West 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:

- oval
- photocopier
- BBQ
- classrooms

Katandra West Primary School 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 Katandra West Primary School for applying to hire or licence school facilities is: calling the office to discuss arrangements or send an email with details 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 58283350 to discuss your requirements or to obtain further information.