



MONTMORENCY SECONDARY COLLEGE

Hire and Licence of School Facilities – Community Information

Montmorency Secondary College 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:

- Auditorium
- Gymnasium
- Resource Centre
- Stadium

Montmorency Secondary College 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 groups.
- young persons,

and in circumstances where the facilities are not required for ordinary school purposes.

The process at Montmorency Secondary College for applying to hire or licence school facilities is:

- To make a written initial application to the Principal detailing the facilities, times and purposes for which the grounds or facilities are being sought.
- Each application will be considered by the Principal on its merits, referring to an up-to-date booking schedule to ensure availability.
- Successful applicants will be advised in writing and will be required to enter into either a 'One-Off Hire Agreement' with the School Council or enter into a 'License Agreement' for regular use of the grounds or a specific facility. These agreements are required irrespective of whether or not a hire fee is charged.
- The Department of Education and Training provide template Agreements for use by School Councils. The College will use the templates when applicable.
- Hire and Licence Agreements typically request information such as purpose, dates and times of use, areas of use, key contact names and numbers, security arrangements, details regarding league affiliations, insurance and incorporation details, a hiring fee, litter, noise control, vehicles on school property, car parking etc. and the rights and responsibilities of both parties.



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- Individuals or organisation hiring the facilities will be required to:
 - take out public liability insurance and provide documentation to that effect (Other insurance may 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 as well as a fee for the cleaning of the facility.
 - in most instances, to pay a security deposit; and
 - to be bound by the terms and conditions contained in the agreement.
- The Principal or Business Manager will liaise directly with the key contact person/s and vice-versa should any concerns arise.
- School Council, via the Principal, will ensure that the school grounds and facilities are well kept and maintained in a safe manner.
- School Council, via the Principal, will respond to any concerns made by the hirer of unsafe or dangerous equipment, buildings or facilities.
- School Council reserves the right not to hire facilities to groups it does not wish associated with the College.
- The Business Manager will be the day-to-day contact for groups hiring school facilities.