

HIRING AND LICENCE OF SCHOOL FACILITIES- COMMUNITY INFORMATION



Help for non-English speakers

If you need help to understand the information in this policy please contact our office administrative team, on (03) 5248-1400.

Newcomb 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:

- College Hall
- College Auditorium

Newcomb Secondary College 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 Newcomb Secondary College for applying to hire or licence school facilities is: call the office and discuss the nature of the hire request and you will also 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 Newcomb Secondary College office on (03) 5248 1400 or email newcomb.sc@education.vic.gov.au to discuss your requirements or to obtain further information.