



Hire 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 Maryborough Education Centre-5461 7900.

Hire and Licence of School Facilities – Community Information

Maryborough Education Centre (MEC) can permit other groups to use their grounds and facilities for educational, recreational, sporting, or cultural activities when these assets are not required for ordinary school purposes.

MEC 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:

These include

- gym spaces
- courts
- ovals
- theatre
- computer laboratories
- various meeting /training spaces.

MEC 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.

If the purpose for use and the venue is suitable 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.

The process at MEC for applying to hire or licence school facilities is to contact the office 03 5461 7900 to discuss your requirements or to obtain further information with details to maryborough.ec@education.vic.gov.au and you will need to enter into a written agreement with the school council.