



MORTLAKE COLLEGE

HIRING, LICENSING AND SHARED USE OF SCHOOL FACILITIES

Mortlake 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:

- Graeme Good Centre
- Activity Centre
- General Classroom
- Senior sports oval
- Mortlake College Bus
- 2 Gyms

Mortlake 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,
- Mortlake college will only hire facilities where the facilities are not required for ordinary school purposes.

The process at Mortlake College for applying to hire or licence school facilities:

Please call the General Office to discuss details.

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
- be bound by the terms and conditions contained in the agreement.

Please contact the school's office 03 5599 2204 to discuss your requirements or to obtain further information