



Hire and Licence of School Facilities – Community Information

Lyndhurst Primary School (LPS) 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:

- Gymnasium
- Oval/Hardcourt
- Office Spaces (for Allied Health visits)
- Dedicated learning spaces (i.e. music room)

LPS 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.

Special note:

- LPS is apolitical in any requests for a politically based party requesting hiring of the facilities.
- LPS does not support the hiring of school facilities for educationally based organisations eg. tutoring.

The process at LPS for applying to hire or licence school facilities is:

- email the school on lyndhurst.ps@education.vic.gov.au

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 to discuss your requirements or to obtain further information.

Review and Approval

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| Last reviewed | 12/08/2025 |
| Approved by | School Council |
| Next scheduled review date | August 2028 |