



Parktone Primary School

Hall Hire Application

Assessment Process

Applications will be assessed by a panel of school council members. The panel will evaluate all applications and assess the resources, compatibility, experience and general capability of each applicant.

Eligibility criteria

Applicants must meet the eligibility criteria below before being considered as a candidate to hire our school hall facility.

- The applicant must be a legal entity with up-to-date regulatory reporting requirements.
- The applicant must be able to demonstrate that it is financially viable.
- The applicant must demonstrate a commitment to serving the community and providing quality customer service.
- The applicant must demonstrate it complies with equal opportunity, privacy, OH&S and all other relevant legislation.
- All applicants assessed as meeting the criteria will be required to formalise the arrangement by signing either a School Council Hire Agreement or a School Council Licence.

Assessment criteria

Eligible applicants will be evaluated according to the following assessment criteria:

Financial	Demonstrated financial viability – capacity to make regular payments
	Evidence of audited financial statements and business plans
	Evidence (certificate of currency) of current public liability insurance
Community Benefit	Community accessibility of programs and services
	Quality and variety of services provided
	Customer focus and percentage of local/Parktone Primary School students involved
	Suitability to a school venue
	Alignment with school council's aims and objectives
Capacity and experience	Staffing and capacity to deliver service
	Governance
	Management philosophy and structure including staffing resources, qualifications and experience
	Previous references from using similar venues
	Relevant experience and qualifications of staff/volunteers

Please note, preference will be given to applicants with a proposed longer tenure or longer time frame to streamline the amount of applicants using school facilities.



PRELIMINARY APPLICATION
to become an approved hirer at
PARKTONE PRIMARY SCHOOL

2019 FACILITIES HIRE

Application made to School Council of Parktone Primary School to be accepted as an Approved Hirers

Name of Person/Organisation		
Principal Activity		
Proposed use of Parktone Primary School Facilities		
Description of Facilities to be used		
Preferred Day/s and Times of use	Day/s:	Time:
Contact Person		
Address		
Phone		
Email		
Details of 3 Referees		
	1:	
	2:	
	3:	
Details of Public Liability Cover (enclose copy of your current policy)		
PLEASE ATTACH RESPONSES TO THE 'ASSESSMENT CRITERIA' ON THE HALL HIRE APPLICATION OVER THE PAGE		

Signed

Date /..... /.....