

## Request to utilise Pomonal Primary School Buildings and/or grounds

Community Group Name	
Name of person completing this form	
Contact Phone Number	
Email	
Postal Address	
Date/s Requested	
Building/s and/or outside space being requested for use	
Purpose of the request	
Any potential Safety issues to consider? If yes, what are these?	
Will you be generating any waste? If yes, how much and what is your plan for disposal?	
Will you be requiring any access to the toilets?	
Will alcohol be consumed on the premises?	
Is your group a commercial operation?	
If so, what is your public liability coverage?	

\*Hiring of school facilities for commercial use may incur a charge. This will be negotiated on a case by case basis.

\*Hiring of school facilities for not for profit activities will not incur a charge. However, donations towards running costs incurred from use of school facilities are appreciated.