|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Community use of school facilities | | | | | | | | | | | |
| Period | | | | | | | | | | | |
| Mid semester between terms 1 and 2 | | Y/N | | June to July period | | | | | | | Y/N |
| Mid semester between terms 3 and 4 | | Y/N | | December to January period | | | | | | | Y/N |
| School | <enter full name of school here> | | | | | | | | | | |
| Group or activity name |  | | | | | | | | | | |
| Organiser or convenor name |  | | | | | | | | | | |
| Contact address |  | | | | | | | | | | |
| Contact details | **Business hours phone** | | | | |  | | | | | |
| **After hours phone** | | | | |  | | | | | |
| **Mobile** | | | | |  | | | | | |
| Area of school being used | **Building** | | | | |  | | | | | |
| **Room number** | | | | |  | | | | | |
| **Other** | | | | |  | | | | | |
| Inclusive dates of use | **From** | |  | | | | | **To** |  | | |
| Inclusive daily times | **From** | |  | | | | | **To** |  | | |
| **Other** | |  | | | | | | | | |
| Attendance | **Number of children** | | | | |  | **Age range** | |  | | |
| **Number of adults** | | | | |  | | | | | |
| Other relevant information <delete this section if not needed> | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Authorisation | | | | | | | | | | | |
| Principal’s signature |  | | | | Date | | | | |  | |

# Collection notice

The information collected in this form will only be used for the purpose for which it is being collected. All information will be treated confidentially, stored in a secure location, and destroyed in line with legislated retention and disposal schedules to ensure that everyone’s right to privacy is maintained. For more information, go to the Department of Education’s Policy and Advisory Library and read the Privacy Policy.