

Expression of Interest (EOI)
Submission for Use of Footscray West Primary School Eagle Gymnasium
For Local Sporting Clubs and Community Organisations

Date: March 2026



Purpose:

Footscray West Primary School is seeking Expressions of Interest (EOIs) from local sporting clubs and community organisations requiring access to a competition-grade indoor basketball/netball/volleyball court for regular competition or training use outside of school hours.

This initiative aims to strengthen community partnerships and maximise the use of school facilities to support local sport, recreation, and wellbeing.

Arrangements can be made for a representative(s) from club/sporting organisations to conduct a tour of the facility at a mutually convenient time from Wednesday, 8th April 2026.

Please contact Principal Brendan Millar 0408 747 500.

Scope of Use

Approved users will be granted access to the school gymnasium under a formal facility hire agreement. This would initially be for the remainder of 2026.

The following facilities are included within the scope of use:

- Indoor court suitable for basketball, netball and volleyball (competition-grade surface and markings). There would be access to devices for visible scoring, shot clock and back board height adjustment (for junior games)
- Access to toilet facilities (child and adult amenities)

The Eagle Gymnasium would be available for/on:

- Community use out-of-school hours, including:
- Weekdays after school hours (typically from 4:00 pm onwards)
- Weekends (subject to availability)

Conditions and Requirements

Hire Costs:

Use of the facility will be charged at a \$60 hourly rate.

The rate will include contributions toward:

- Cleaning and waste management
- Electricity and utilities
- Reasonable wear and maintenance (damage to property will need to be recompensed)

Scheduling and Blackout Dates:

The facility will be available for hire during school terms, except during periods of school use or maintenance.

Footscray West Primary School reserves the right to designate certain dates for exclusive school use, including (but not limited to):

Typical blackout dates may include:

- School information evenings
- FWPS Concert Week (tentatively 14–17 September)
- School Disco (tentatively 29 October)
- Year 6 Graduation Event (mid-December)
- Other school or community events as advised

Advance notice will be provided to hirers of any blackout dates to assist with scheduling and continuity of use.

The school reserves the right to suspend access where required for operational, safety, or maintenance reasons. Reasonable notice will be provided wherever possible.

Supervision and Conduct:

All activities must be appropriately supervised by responsible adults. The hirer is responsible for ensuring that participants and spectators behave respectfully, access only approved areas, and do not misuse the facilities. No food is to be consumed within the gymnasium and items such as coffee cups must be removed.

Access and Security:

Successful applicants will be required to comply with school access and security procedures, including:

- Key collection and security
- Security of areas not included within the scope of the agreement
- Security of scoreboard, score clock and blackboard height adjustment electronic devices
- Setting of alarm
- Locking up

The facility must be left in a clean and tidy condition.

Parking arrangements

Parking is available in surrounding streets. Limited access to the school car park may be available for key users depending on operational needs.

Insurance and Compliance:

Applicants must provide evidence of:

- Current Public Liability Insurance (minimum \$10 million cover)
- Current Working With Children Check (WWCC) for all personnel involved in junior programs, including:
 - staff
 - coaches
 - volunteers
- Compliance with Child Safe Standards and Occupational Health and Safety regulations

First Aid

- Hirers will be responsible for providing and administering first aid.

EOI Submission Requirements

Interested clubs or organisations should include the following in their submission (see EOI Response form below):

Assessment Criteria

EOIs will be assessed based on:

- Alignment with school and community values
- Preference for activities supporting children and young people
- Contribution to community engagement and participation
- Suitability of proposed schedule and frequency
- Demonstrated capacity to meet compliance requirements
- Activities that do not compromise the facility's defects liability period

Timeline

- EOI Opens: [Thursday, 2nd April]
- EOI Closes: [COB Tuesday, 21st April]
- Notification of Outcome: [*date to be determined*]
- Commencement of Access (if approved): [*date to be determined*]

Submission

Please submit EOIs electronically to:

footscray.west.ps@education.vic.gov.au

Subject: **EOI – Submission for use of Footscray West Primary School Eagle Gymnasium**

For further information or to arrange a site inspection, please contact:

Brendan Millar

Principal

00408 747 500

EOI Response Form – Use of Footscray West Primary School Eagle Gymnasium

Please complete the following details and submit electronically to

footscray.west.ps@education.vic.gov.au

1. Organisation name:

2. Contact person:

3. Contact email and phone:

4. Type of sport/activity:

5. Proposed use schedule (days/times requested):

6. What is the **minimum** number of days/sessions you would require?

7. What is the **maximum** number of days/sessions you would require?

8. The successful applicant(s) will be required to agree to a list of acceptable use conditions. A list of these conditions can be supplied on request.

9. Intended duration of use (e.g., term-based, annual):

10. Estimated number of participants:

11. Evidence of Public Liability Insurance (minimum \$10 million) attached:

Yes No

12. Working with Children Check (WWCC) details for all staff/volunteers provided:

Yes No

13. Brief Statement of Community Benefit or Club Objectives:

14. Preferred start date:

Declaration:

I acknowledge that I have read and understood the conditions of hire and agree to comply with all requirements outlined in the EOI scope document.

Name: _____

Signature: _____

Date: _____