# **Department of Local Government, Sport and Cultural Industries and Department of Education logo**

# Letter of Intent to enter into a Community Use Agreement

The below template may be completed by schools that are requesting Community Use of School Sporting Facilities program funding but are yet to execute a Community Use Agreement (CUA) with an eligible community sporting group (CSG).

Note: while a project application may be assessed and approved, schools will not be eligible to receive the associated funding until a fully executed CUA has been received by the Department of Education (DoE)*.*

Date

Director

Infrastructure Operations

Department of Education

**RE: Letter of Intent to enter into a Community Use Agreement (CUA)**

Dear Department of Education,

We are writing to confirm our mutual intention to enter into a **Community Use Agreement (CUA)** between [school name] and [community sporting group name] regarding the use of the [facility name] located at [school address].

Both parties acknowledge the requirements set forth under the [**Community Use of Public School Facilities Policy**](https://www.education.wa.edu.au/web/policies/-/community-use-of-public-school-facilities-policy) established by the Western Australian Department of Education (DoE). We are committed to working collaboratively to finalise the necessary arrangements and execute a formal CUA to support community access to these facilities for community sporting purposes.

**Current status:**

While the formal CUA is yet to be signed, both [school name] and [community sporting group name] are in advanced discussions and are committed to finalising the agreement no later than [anticipated date]. This Letter of Intent is submitted to demonstrate our joint commitment to meeting the requirements of the Community Use of School Sporting Facilities Program in accordance with the proposed sporting facility use arrangement specified in the accompanying application form.

If successful in our application, we understand no payment of monies will occur until a signed CUA is received by the DoE.

Yours sincerely,

[Name of school representative] [Name of CSG representative]

[Position title] [Position title]

[School name] [CSG name]

[Signature] [Signature]

[Date] [Date]