



USE OF SCHOOL FACILITIES & BORROWING SCHOOL EQUIPMENT PROCEDURE

RATIONALE

- The School is in many ways the nucleus of the local community. The Board of Trustees values the partnership that exists between school and community and will try to make use of opportunities to extend this sense of partnership. One of these opportunities is to allow the responsible use of the school's facilities outside of school hours.
- It is appropriate that school equipment is borrowed and school facilities used at times, for educational or other purposes.
- School facilities can be used by outside agencies.

GUIDELINES

The Principal approves all requests to borrow and/or school equipment and facilities.

- The borrower will ensure safe transportation and secure storage of equipment.
- Damage or loss must be reported to the Principal on return.
- Insurance covers all equipment taken off site unless the borrower is negligent.
- School facilities such as courts, grounds and buildings may be used at the user's own risk upon approval by the Principal. The Principal reserves the right to deny access.
- Any insurance excess is the responsibility of the borrower.
- The classroom teachers must agree to the request to use their classroom before the Principal can give approval to the group.
- The community group using the facility must state which person will be responsible for reinstating any loss of or damage to property.
- The community group/ person responsible must ensure that the room(s) are properly secured after use and that everything is as clean and tidy as it was.
- The charges should be paid before the key is collected from the Principal.

The Board reserves the right to discontinue the arrangement or to alter the terms of charges as it sees fit.

The Board accepts no liability for any injury that may be sustained during such use.

Review Responsibility: *Office Manager & Principal*

Date Confirmed: 13 May 2021

Principal: *Karla Mitchell*



CONDITIONS OF USE OF SCHOOL GROUNDS AND/OR FACILITIES

1.0 GROUP, ORGANISATION OR INDIVIDUAL REPRESENTATIVE:

- 1.1 The representative for the group, organisation or individual wishing to use either the grounds or buildings must be a member of:
- Staff
 - Board of Trustees
 - Community Group
- 1.2 The representative shall act as liaison between the school and the group, organisation or individual and as such shall take responsibility for collecting and returning the key.
- 1.3 The representative, when signing this form, agrees to the conditions of use outlined.

2.0 DAMAGE:

The group, organisation or individual that use school grounds and/or facilities is responsible for any loss and/or damage to property, furniture, fittings, appliances and premises that occur during the use of the school grounds and/or facilities as assessed by the Principal or Caretaker.

3.0 CLEANING:

Failure to leave the school grounds and/or facilities in a clean and tidy condition will render the user liable for any additional cleaning costs.

4.0 SMOKING:

Smoking is prohibited inside any building.

5.0 ALCOHOL:

Alcohol is not allowed to be brought onto the school grounds unless at the discretion of the Principal or Board.

6.0 VEHICLES:

All vehicles coming onto the school grounds must remain on the sealed areas.

7.0 CARE FOR SCHOOL GROUNDS AND/OR FACILITIES:

The group, organisation or individual using the school grounds and/or facilities must respect not only the allocated facilities but the surrounds and approaches. Failure to comply, in the opinion of the Principal or Caretaker, will result in school grounds and/or facilities being withdrawn from use.

8.0 OCCUPATIONAL SAFETY AND HEALTH: (OSH) The group, organisation or individual using the school grounds and/or facilities must ensure they abide by the relevant OSH procedures adopted by the school and be aware of potential hazards such as sharp knives, boiling water, etc.

9.0 DONATIONS:

- 9.1 A fee / donation is required for the use of the Buildings to cover costs and maintaining the facilities.
- 9.1.1 A minimum fee/donation of \$..... for a 4 hour period and \$.....for an 8 hour period will be requested for use of the hall.
- 9.2 In addition a bond of \$200 is required for use of the Hall or other Buildings

The bond will be returned when the Principal and/or Caretaker are satisfied there is not extra cleaning, repairs, etc., resulting from use by a group, organisation or individual.

10.0 GENERAL:

10.1 The Principal and/or Caretaker have the right to close the premises at any time if these conditions are not adhered to.

10.2 Access to the premises prior to or after use will be at the discretion of the Principal or Caretaker.

10.3 The conditions of use may be amended by the Board of Trustees at any time.

10.4 For contact outside school hours, please telephone the contacts below.

Principal:

Office Manager

Phone

Phone

I HAVE READ AND ACCEPT THE CONDITIONS OF USE:

USER/HIRER NAME: **GROUP NAME:**

Phone Contact:

Signed:

USER **PRINCIPAL**
DATE