



# USE OF SCHOOL FACILITIES

## POLICY

### **Rationale:**

- The school grounds, building and facilities are a community resource and should be available for use by individuals and community groups at the discretion of the School Council.

### **Aims:**

- Community use must not interfere with school programs.
- The School Council will set conditions for use and where appropriate, set charges for such use.
- Use of school buildings and facilities must be within Ministry guidelines.
- The necessary Guarantee Form must be submitted and users are responsible for public risk insurance and for any cost incurred by the school eg. Damage and cleaning.
- Preference will be given to groups having a direct connection with the school or to those offering program of an educational nature.
- Booking will be handled through the school office and users will be responsible for collecting and returning keys during school hours. Key will be available on the day of the activity and returned by 9:00am the following morning. Weekend hirers will collect key on Friday afternoons and return them on Monday 9:00am.
- In completion of the activity, users of buildings and facilities will leave classrooms, furniture etc as they were found.
- The scale of charges to be determined by School Council and will be reviewed annually.

### **Implementation:**

Conditions of hiring Karingal Primary School Hall:

- Public Liability Insurance is the responsibility of the Hirer. (Copy of the policy to be presented with application.)
- Functions pertaining to Karingal Primary School shall have precedence over all other possible engagements. The school will give advance notice when it requires the hall.
- Complex not to be hired for dances etc or alcohol related functions by organisations other than this school unless prior approval by School Council.
- Alcohol must not be sold on the premises.
- The hall will not be hired for parties.

### **Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in September 2010