

Principle:

The principle of this procedure is to ensure that our school stands as an educational facility for the primary –aged children of our community. It is also available for use in a careful and responsible manner by local groups and organizations. This procedure is designed to ensure that groups using the school facilities know their responsibilities and to ensure that user groups respect the special character of the school buildings and grounds

Procedures**Bond/damages**

If the buildings are being used a bond agreement could be considered between the Board and the Group. As an example, the bond may equal the amount of the insurance premium. If the grounds only are being used an agreement regarding any damages or responsibility for accidents involving person or property may be reached between the Board and the group using the premises.

Cleaning, refuse; including bottles

The group using the premises is responsible for cleaning to the standard it was found in and the removal of refuse.

Keys etc

- Pick up and return as arranged through the Principal or Office.
- Areas of building/premises that may be used depend on the type of function and an agreement reached between the Board of Trustees and the group.
- Use of facilities may be negotiated with the principal.
- If power is being used for an extended amount of time, then meter readings will be required.
- Parking is available behind the dental clinic, in front of the admin block and on the front playing field if the grounds are not too wet. Any extended parking facility required will need to be approved by the Board on an individual basis.
- Pet Day is the only day when animals and stock are permitted on the grounds. Any other time is at the Principal's discretion.

Use of alcohol

Any usage of alcohol on the school premises will be within the bounds of the law and the health and safety of the children.

1. All use of alcohol on the school grounds will be at the discretion of the Board of Trustees.
2. If it is desired for alcohol to be consumed on the premises the following guidelines will apply:

- Written application made to the Board indicating the purpose of the occasion, the place and time span.
- Any alcohol kept on the premises during school hours is to be stored in a locked area.
- Alcohol is not to be consumed before 3.30pm on school days or while children are present at school for school related activities.
- Any abuse of alcohol is not in the spirit of these guidelines and would be dealt with by the Board on an individual basis.

Signed: _____ Date: _____

BoT Chair

Next Review Date: 2015