

## John Paul College Policy

# SCHOOL AND COMMUNITY USE OF THE EDMUND RICE CENTRE

## **RATIONALE**

The Edmund Rice Centre gymnasium and multipurpose use facility is a multi-million dollar asset that must be maintained and secured to a high standard in order to protect it as an asset of the Diocese and to ensure its continued use and enjoyment by primarily John Paul College students. However, the college recognizes that there is a requirement for these facilities to be made available to the public for community use outside of school hours and school requirements. The college also acknowledges that these facilities have been acquired through the hard work and dedication of successive Boards, employees, parents and generous benefactors. This policy defines protocols and guidelines, to be followed within the context of the Catholic character of John Paul College, for the use of the Centre by both the school - students and staff - and also the community.

## **PURPOSE**

The objectives of this policy are:

1. To ensure the facilities are well maintained and protected against damage, vandalism, inappropriate use and theft.
2. To permit the facilities to be used by staff and students in order to meet the requirements of the curriculum, promote extra-curricular activities, promote good health, positive recreation, team spirit and school morale whilst ensuring the health and safety of all users.
3. To facilitate multi-purpose use of the Centre by school users, recognizing that whilst the gymnasium will be required for PE classes during school hours, the Centre must also be available to other disciplines and activities e.g. dance, drama, music to benefit from and optimize use of the sound, lighting, seating and mezzanine floor facilities in the centre.
4. To ensure that any use of the Centre is conducted in a manner consistent with the Catholic character of the school.
5. To make provision for community use of the facility that does not compromise school use or impinge on school use of the facility.
6. To operate the administration of the Edmund Rice Centre so that it is cost neutral – i.e. so that charge out rates cover the external use operational costs of maintaining and managing the Centre.

# GUIDELINES

## General

1. The Edmund Rice Centre Fitness Co-ordinator will have responsibility for the Fitness Centre.
2. During school hours the Fitness Centre, gymnasium area, teaching spaces, changing facilities and sound and light equipment are to be used only by scheduled classes under the supervision of the appropriate staff member and in accordance with the relevant other guidelines. For other uses during school time, permission from the Head of faculty Health and PE is to be obtained.
3. All Edmund Rice Centre facilities apart from timetabled class usage must be booked in advance with the Sports Co-ordinator. This includes:
  - bookings made by staff for school activities other than scheduled classes e.g. evening use of the gymnasium for dancing with the staff, drama production.
  - all community requests for hiring of gymnasium, changing facilities, mezzanine floor and kitchen.
4. Use of lighting and sound systems to be operated by a school approved technician only.
5. Security of the Centre and the opening and closing of the building to be the responsibility of the Sports Co-ordinator in consultation with the Plant and Property Manager.
6. There will be occasions when the Sports Co-ordinator in conjunction with the Deputy Principal in charge of ERC or the Executive Officer, will use their discretion in agreeing to sign out a key for the ERC. (e.g. a parent taking a school team).

## **Breach of Policy**

1. Any breach of this policy, including inappropriate use, theft or negligence will result in the immediate termination of use
2. Any loss, damage or theft that occurs as a direct or indirect result of the user's action or omissions will be paid by the user on invoice

This policy covers the following facilities within the centre:

- A. Fitness Centre
- B. Gymnasium
- C. Changing rooms, showers and toilets
- D. Kitchen, function room/classrooms

## A. Fitness Centre

### **Usage**

1. The fitness centre is available to be used only by current John Paul College staff / spouses and Board of Trustee members on the following conditions:
  - a. Users must become members and hold a membership card
  - b. A fee will be charged for membership
  - c. Any students wishing to become members must be over 16
  - d. Usage will be at designated times and not in school hours
2. All new members must have a fitness centre induction and understand fitness centre

rules before using fitness centre and must undergo a health assessment.

3. All members must sign in and out with personal electronic key.
4. All members accept total liability for any injuries sustained whilst in fitness centre area.
5. Students are not allowed in the fitness centre for personal use during timetabled class time.
6. A limit of 15 minutes on all equipment applies
7. All rules and regulations displayed in fitness centre must be followed at all times
8. John Paul College will not be responsible for personal property lost or stolen from the fitness centre
9. All fitness centre members must sign the fitness centre contract
10. Physical Education classes may use the fitness centre for class lessons. It will be used in a constructive way fulfilling lesson objectives.

## **Health and Safety**

1. Members must wear covered footwear, pants and a shirt at all times
2. Members must have a towel at all times when using the equipment and wipe down gear after they have finished
3. As a courtesy to other fitness centre users, members should wear roll on deodorant
4. All damaged or broken equipment must be recorded in a notebook in the centre and reported to the supervisor as soon as possible
5. All dumb-bells and free weights are to be replaced after use
6. Only water to be drunk in the fitness centre

## **Membership**

1. Each new member needs to sign a contract before receiving a membership electronic key
2. All new members must have a gym induction and understand fitness centre rules before using the fitness centre
3. Loss of electronic key incurs a \$150.00 replacement cost
4. Membership is not transferable
5. Membership keys cannot be shared

## **Staff Remuneration**

1. The Fitness Centre Co-ordinator is to receive at least 1 MMA for this position.

## **B. Gymnasium**

### **Usage**

1. Prior to any group using the facility there will be an induction programme
2. John Paul College teams can access the gymnasium out of normal teaching times for free during the following times:
  - 7am – 8.15am
  - Interval
  - Lunchtime
  - After 3.20 pm – 6pm
  - Weekends
3. Team access must be under school supervision and booked through the booking system

4. The only shoes acceptable are non marking, clean soled sports shoes – all other shoes must be removed before stepping onto the wooden floor
5. Carpet tiles must be put down if the gym is used for anything other than a sporting activity
6. Bleachers can only be operated by trained staff members
7. No Health / Physical Education faculty equipment to be used
8. Food and drink may be consumed in the gym when the tiles are down

### **Health Safety in Gymnasium**

1. For school and sports use:
2. No student in gym without an adult / teacher / supervisor
3. No food in gymnasium unless the tiles are down
4. Only drink to be water and only during an official game
5. Bleachers can only be operated by trained staff members
6. No climbing on the bleachers
7. Clean clothes are to be worn in the gym; no soiled footwear

### **C. Changing Rooms - Showers and Toilets**

1. Showers will not be accessible after Physical Education classes
2. Showers will be open during school time for scheduled games only
3. Showers to be cleaned after team use
4. Changing rooms to be cleaned after team use

### **D. Kitchen and Function room/ Classrooms**

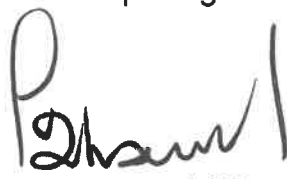
1. Use of kitchen and classrooms as a function room during school time must be a full school event e.g. interschool fixture e.g. with Sacred Heart; prize giving
2. During weekends, John Paul College school groups under the supervision of a staff member and having booked may use facility free of charge
3. Outside groups will be charged for the use in accordance with the schedule
4. Kitchen and classrooms/ rooms to be left tidy and clean after use and classrooms restored to original set-up

## **COMMUNITY USE OF EDMUND RICE CENTRE**

### **Guidelines**

- All enquiries for booking Edmund Rice Centre facilities must be referred to the Sports Co-ordinator.
- Acceptance of a booking or approval to use the facilities is not automatic and will be made by the Sports Co-ordinator with guidance from Deputy Principal Student Management.
- Where use of the Centre may conflict with or potentially compromise the Catholic Character of the school the Sports Co-ordinator must consult with the Principal or in the Principal's absence his/ her nominee.
- The Fitness Centre is not available for wider community use.
- Differential booking fees will be charged at an hourly rate for each part of the facility – the gymnasium, the 'function room', the kitchen, the changing facilities (*see attached schedule*)

- The sound and lighting equipment will be charged out separately and in addition to hire of the floor space/ rooms (*see attached schedule*). The lighting and sound equipment must only be operated by a school approved technician/ operator.
- There will be one rate for the hiring out of the facilities. Only in exceptional circumstances and on a case by case basis will the lower rate be applied.
- The Centre will be available for community use from 6.00pm – 9.00pm during weekdays
- School events in the evenings and weekends have priority (e.g. dancing with the staff)
- Special arrangements can be made for weekend use subject to approval.
- All facilities are to be left clean and tidy, and classrooms set out.
- Access during after school hours and weekends is through the pedestrian gate and arrangements for the opening and closing of the venue will be made with the Sports Co-ordinator.



Ratified by Board.....Signature for BOT Chair

28.10.2013.....Date

Next review ..... 2016