

## John Paul College Policy

## COMMUNITY USE OF SCHOOL FACILITIES

### RATIONALE

That the school facilities are available for use by the community outside of school hours.

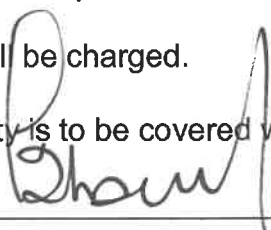
### PURPOSE

To ensure the safe, secure use of school facilities by the community.

### GUIDELINES

1. A booking must be received for use of school facilities outside of school
  - a. hours.
2. Bookings for all facilities are to be received by the Sports Coordinator.
3. The Property Manager needs to be advised of all bookings.
4. If required, special keys and security codes for the hireage of any facility can be uplifted from the receptionist upon consultation with the Executive Officer.
5. Invoices for hireage will be mailed to regular users e.g. clubs. One off hireage to be paid for when the key is uplifted.
6. Premises to be left clean and tidy including the kitchens when used.
7. The College is not responsible for the security of vehicles parked in the car park.
8. Any damages will be charged.
9. Health and Safety is to be covered with hireage by the Sports Coordinator.

Ratified by Board

  
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Signed by BOT Chair

28.10.2014

Date

Next review

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Signed for BOT

2017