

MAHANA SCHOOL PROCEDURE

USE OF SCHOOL BUILDINGS AND GROUNDS

Mahana School encourages the responsible use of the school grounds and buildings by individuals and community groups.

Procedure:

- All users are required to act responsibly and use the facilities in the manner and purpose under which the request was made.
- Users are responsible for any damage to the facilities.
- Keys are to be loaned to groups / individuals following Board approval only. This responsibility can be delegated to the Principal.
- Where a rental, reimbursement or donation is involved, a receipt must be issued, and the money presented to the School with an explanation of its origin.
- The Principal and / or Chairperson must be informed in advance of any intended use.
- Toilet facilities will be made available if required.
- No alterations or ground markings are to be made without prior consent.
- Users of the pool must adhere to all rules and conditions.
- All users of school facilities must adhere to school alcohol, drug and smoking procedures.
- Use of the school facilities can in no way impede the educational purposes of the school nor can the use interfere with school staff in the performance of their duties.
- No consumable goods can be used without the prior consent of the principal and only then when an agreement has been reached on the recovery cost.
- Responsible casual users of the school grounds are welcome.
- Vehicles must be used responsibly at all times within school grounds.
- All intending users of the school facilities are to be made aware of the above procedures and agree to them before use.

Adopted: 31/03/04

Reviewed: 12/11/04

Reviewed: 16/06/06

Reviewed: 16/08/13