

## **SCHOOL NO. 4401 - KATANDRA WEST**

Policy Statement: ENVIRONMENT - 650 - Grounds & External Signage  
651 - USE OF SCHOOL FACILITIES

Responsibility: Principal

This Policy was last ratified by School Council in 2016.

### 1. PURPOSE:

The school is a community resource that should be utilised by the local community as required.

### 2. GUIDELINES:

- 2.1 The school facilities are available for use by outside bodies, groups, organisations and individuals, upon request.
- 2.2 Requests for use should be made to the Principal.
- 2.3 Request for extended use of school facilities should be put to the Principal in writing, prior to use.
- 2.4 A scale of charges will be established for the use of such facilities and may include an amount of money which is used as a bond.
- 2.5 Users are responsible for ensuring facilities and resources are left in a clean and tidy manner and may incur costs if left in an unsatisfactory condition.
- 2.6 Injuries sustained are the responsibility of the users and they will be informed of such in writing. Users are to be advised to obtain public risk insurance as no responsibility for injuries sustained whilst using the facilities will be met by Katandra West Primary School or the Department of Education and Early Childhood (DEECD). Any damage needs to be notified to the Principal, then repaired by the user or school, at the user's expense.
- 2.7 School Council / Principal has the power to vary charges upon request.
- 2.8 User groups / organisations need to provide adequate supervision of children and adults when using school facilities. eg. Playgroups, Junior Cricket.
- 2.9 Scheduled school programs have priority over any outside users.
- 2.10 A register or borrowing book is to be kept up to date with all details of equipment borrowed for external use.
- 2.11 The Principal, in consultation with School Council, may vary this Policy if circumstances require it.

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Examples of School Facilities used by the local community.

Oval:

Used by Katandra Cricket Club on the basis that KCC contributes to the mowing of the school oval during the cricket season. KCC are also responsible for cleaning up school grounds of any rubbish after their use of the oval.

Photocopier:

Available for use by outside people. Current charges are to be minuted from time to time in the School Council records.

Sports Equipment:

May be borrowed at the discretion of the Principal / Sports Co-ordinator.

Audiovisual Equipment:

TV, computers, keyboard and electronic equipment may be borrowed at the discretion of the Principal or relevant Co-ordinator. A register or borrowing book must be maintained.

Hire of School Rooms:

Classrooms will be available for use by outside groups at the discretion of the Principal:

- a) Users are to confine their activities to assigned rooms only and not to have free run of the school building.
- b) Users exercise extreme care of school and teacher's property.

The Community Facility (Old School) building is available for hire.

Rider Mower and any motorised equipment:

Is **not** available for outside usage.

Furniture:

May be borrowed at the discretion of the Principal or School Council.

Toilets:

To be made available to user groups on request. The toilets are to be left clean and tidy after use.