

# Winchester School

## Use of School Facilities Policy

### Rationale

The core values of our school state that we are a community-based school and that we are supportive of community initiatives whenever possible. School facilities can therefore be seen as community facilities.

### Purposes

1. To establish a set of procedures and conditions for making school facilities available to the school community and public groups.
2. To ensure that the requirements of OSH and PNCC are adhered to when school facilities are being used.
3. To protect the Ministry of Education's and Winchester School's assets.

### Guidelines

1. The Principal shall be responsible for authorising the use of school facilities. Some consultation with the Board of Trustees may be needed.
2. School facilities include the school hall, school pool and school grounds comprising turf, sports track and playground.
3. **School hall:** requests for short-term hire (day or weekend) will not be approved, due to time and cost involved in organising and supervising such hire. In addition, the hall lacks adequate toilet facilities and has minimal storage. Requests for long-term hire, generally from sports or recreation clubs, will be handled by the Board of Trustees. Successful hiring will be through a contract, outlining terms and conditions, and including procedures regarding recovery of costs in the event of fire alarms being triggered.
4. **School pool:** the pool will be available for hire to parents and staff, and their families, over the summer holiday break. This will be at the discretion of the Principal, and through a contract outlining terms and conditions, that is signed by the users.
5. **School grounds:** requests for short-term use of grounds are sometimes made by sporting or community groups. Such requests are to be handled by the Principal, through a contract outlining terms and conditions, that is signed by the users.
6. At the discretion of the Principal, charges for using school facilities may be waived. This waiver may include staff members, as well as neighbouring schools, Hokowhitu Kindergarten, and community groups.

Reviewed            20 August 2018

Chairperson .....

NOTE: This policy needs to be updated on the school website.