Non-School use of School Premises and Resources Policy
## Policy Document Information

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<tr>
<td>Author/Supervisor:</td>
<td>Mark Collett</td>
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### Compliance

<table>
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<tr>
<th>Board of Studies</th>
<th>Registered and Accredited Individual Non-government Schools (NSW) Manual May 2012 (incorporating changes from 2004 to 2012)</th>
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<tbody>
<tr>
<td>Department of Education, Employment and Workplace Relations</td>
<td>Commonwealth Schools Assistance Act 2008</td>
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<td>Legislative requirements</td>
<td>NSW Education Act 1990</td>
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### Policy Relationship

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<th>Procedures Relationship</th>
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### Document Location

E:\Christian Education Management Solutions\Kuyper Christian School\Non-School use of School Premises and Resources Policy.doc

### Key Dates

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<th>Date of issue/last revision:</th>
<th>Wed 3 November 2010</th>
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<td>Date ratified by Board:</td>
<td>Wed 17 November 2010</td>
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<td>Date set for review:</td>
<td>November 2015</td>
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POLICY:

This policy is to outline approved non-school uses of school premises and all school resources.

BIBLICAL BASIS:

“…there should be no schism in the body; but that the members should have the same care for one another.” 1 Corinthians 12:25

“So if you have not been trustworthy in handling worldly wealth, who will trust you with true riches?” Luke 16:11

EXPANDED POLICY STATEMENT:

The policy deals with requests from staff, school families, company members or the broader community.

The emphasis is to ensure that any individual/s or group utilizing the school premises, both buildings and grounds, upholds the Christian ethics and values.

The emphasis on the borrowing or hiring of resources (materials and equipment) is to ensure that such resources are treated with care and that the requesting person/s are responsible for the safe return of such resources.

The school needs to ensure that it is acting in a godly manner in being responsible for those things God has entrusted to our care.

Kuyper encourages the use of the school premises for Christian evangelism and outreach activities.

DEFINITIONS:

PROCEDURES:

1. Use of school premises (both buildings and/or grounds) will be subject to availability, i.e. not required by school and not already booked.

2. Written request for use of school premises must be given on the application form available from the school office.

3. Approval of use will be subject to:

   3.1. OH&S requirements – a copy of the Public Liability insurance must be supplied
   3.2. induction in the use of school premises, resources and emergency procedures
   3.3. Copies of Child Protection form being provided, if appropriate.
4. It is preferred that bookings should be arranged during school office hours at least 7 days prior to required use.

5. Any person or group requesting use of school premises and/or resources should be known to the school executive or school board and have an association with the school. It is intended that this service be for the use of the school community. It is not generally intended that it should be available in the wider community; such requests would require approval from the Board.

6. Applications for the use of premises and/or resources are normally approved by the Business Manager, who notifies the Principal. The Principal or the Board also has the authority to approve.

7. All areas used within the school grounds must be left clean and as found at the commencement of use.

8. All resources used must be returned to the person approving the use thereof or the person handing over the said resources.

9. Any damage that may be occasioned during non-school use of school premises and/or resources must be reported to the school office as soon as practical.

10. Any damage that may be occasioned, beyond normal wear and tear, during non-school use of school premises or resources, will be paid for at replacement/repair cost by the user.

11. Access to school premises is only permitted to those areas for which approval has been granted.

12. Alcoholic beverages and non-prescribed drugs are not to be consumed, administered or brought onto school premises.

13. Smoking is not permitted on school premises.

14. The duration of use will include preparation and cleaning up time.

15. The person approving the application has the responsibility to arrange entry, closing and security procedures.

16. All functions conducted on school premises should conclude by 12:00 midnight.

17. Use of school premises will be by way of donation and/or payment. Deposit/donation is to be paid at the time of lodging the application.

18. In the event of any dispute arising from the use of school premises or resources, the decision of the School Board will be final.

19. The person approving an application shall be responsible for the inspection of premises/resources after use to confirm that they are in satisfactory condition.
20. The school may at any time revoke the agreement to use the school's facilities.

21. Security procedures, particularly in relation to use of buildings, must be catered for.

22. No use of school resources should be permitted which interferes with any of the educational processes of the school.

23. Appropriate attention should be given to any restrictions on government provided resources.

24. Care should be taken in relation to use of resources on Sunday.

25. Arrangements for use of school resources should not place a burden on either the office staff, teaching staff or Board.

26. Expected ‘profit’ the individual/group will receive using the resources should be limited.

This policy serves as a set of guidelines for making a decision on each request for non-school use of school resources. The Board, as always, retains the right to make decisions outside of these guidelines in special situations.

REPORTING:
The Business Manager reports to the Principal.

APPENDICES:

- Application for school hall use.
To prospective users of facilities of

KUYPER CHRISTIAN SCHOOL

Kuyper Christian School welcomes enquiries and encourages suitable multiple use of the Kuyper Christian School facilities.

All Kuyper Christian School facilities are alcohol; drug and tobacco free environments and these are not permitted under any circumstances.

The fee level is negotiated in relation to the nature of usage. The level is set to provide adequate cover for consumable costs such as power and water and also a component for longer term maintenance and wear.

We also require clear identification of the legal entity we are providing the facilities to, and as a minimum we require Public Liability insurance with the Associations interest noted. Unfortunately, in these times of litigation, Kuyper Christian School is not able to jeopardise its financial viability through incidents over which it does not exercise control.

We trust you understand this and recognise the importance for both of us in ensuring matters of liability are correctly addressed.

Your insurer will be able to explain the nature of the essential elements on co named insured (yourselves and us) and the cross liability element. If necessary, they should contact our Business Manager to clarify any issues in relation to Public Liability conditions.

We require at least $5,000,000 cover but commercial prudence suggests $10,000,000 is more appropriate to protect each of us adequately.

You may be requested to provide identification for those running the event /activity where they are not known to us. The Business Manager will inform you if this is required.

We attach a form of request that you should use to submit your formal request for use of our facilities.

Business Manager
APPENDIX A

The Principal
Kuyper Christian School
294 Redbank Road
North Richmond, NSW, 2754

Dear Sir

We hereby request use of facilities at the Kuyper Christian School.

We undertake to contact the Business Manager or his representative prior to using facilities on each occasion to ascertain any restrictions that may apply, particularly those that involve risk management.

We undertake to comply with any notification that may be given to enhance the safe use of facilities by us.

We produce herewith a copy of our Public Liability insurance with Kuyper Christian School named as insured. Our insurer has included a cross liability clause as required.

Name of Organisation: ________________________________________________________________

Address: ____________________________________________________________________

Authorised officers (two required)

Name ______________________________ Phone Number _________________________

Name ______________________________ Phone Number _________________________

Description of event/activity being held: ______________________________________________________

____________________________________________________________________________________

We require access from (date/time) ______________________________________________________

to date/time) ______________________________________________________

The rooms requested are: ____________________________________________________________

____________________________________________________________________________________

Additional equipment requested. [A separate form is required for kitchen facilities (Food Tech Facility Usage Request Form). This may be collected from administration.]

____________________________________________________________________________________

School representative overseeing the event/activity: _____________________________________________

Security arrangements for the event/activity are: ________________________________________________

____________________________________________________________________________________

We have read and understood the requirements of the Kuyper Christian School for use of the School facilities and agree to abide by all the terms and conditions of use. We attach herewith a copy of our current insurance.

______________________________________   ____________________________
Authorised Officers Signature      Dated

Modified: Monday 22 November 2010
Non-School use of School Premises and Resources

ADMINISTRATION USE ONLY

[IDENTIFICATION] [INSURANCE DOCUMENTATION]

REQUEST IS APPROVED/DECLINED/DEFERRED (DELETE AS APPROPRIATE)

AUTHORISED BY
(NAME)...........................................(SIGNATURE)........................................

FEE APPLICABLE IS $..................PER ..................DATE / /

CONFIRMATION LETTER SENT - / /