

ST JOSEPH'S SCHOOL

USE OF SCHOOL BUILDINGS & GROUNDS PROCEDURE



At St Joseph's School we acknowledge that Catholic Education, centred on a daily encounter with Jesus, is part of a life-long process leading to a full and rewarding life.

1. Amenity use is at the discretion of the Principal.
2. Care must be taken with equipment, furniture and facilities.
3. Facilities must be left in a tidy and clean condition after use.
4. Reimbursement to be made in full for damage incurred while using the School facilities.
5. No charge to be made to Non-Profit Organisations.
6. A hire charge of \$50 per hour/per room for persons using facilities for financial gain.
7. The hire charge for those wishing long term regular use is \$5.00 per hour/per room.
8. An account is to be sent to regular users at the beginning of each school term.
9. On booking facilities, security arrangements will be made.
10. The Board of Trustees accepts no responsibility for injuries sustained whilst using facilities.

It is the wish of the Board of Trustees that the facilities be available for Parish and wider School Community.

Procedure Adoption: November 2020

**Resource Manager
Principal**

Next Review Date: 2023