

# **St Louis de Montfort's Apendale** **Policy on Use of School Grounds by Community Groups**

## **Rationale:**

Responsible use of the school facilities by community groups reinforces the partnership between the school and community. Use out of school hours also provides benefits for added security.

## **Guidelines:**

1. Community use of facilities is to be encouraged for affiliated community based groups.
2. Priority of access will be granted to primary school aged groups.
3. All users to apply on an annual basis by completing an "Application for Use of School Grounds Form" available from the school office.
4. Annual applications can be lodged by 1<sup>st</sup> February (for Term 1 & 2) and by 1<sup>st</sup> June (for Terms 3 & 4).
5. User groups must have their own public liability cover. Please attach a copy to your application.
6. Users are expected to use facilities responsibly.
7. Property or grounds damage is the responsibility of the groups using facilities.
8. Access to school grounds is only available from 3:45pm onwards.
9. Use of school grounds after hours is generally to be restricted to daylight hours.
10. Where use of school grounds is requested after daylight hours, a rental fee will apply for the use of lights and a curfew of 10:00pm applies.
11. Access to school toilets needs to be negotiated with the school.
12. Use of toilets by children is to be supervised by an adult.
13. Users are responsible for the disposal of any litter generated as a result of their activities.
14. Use of school grounds is rent free.
15. No sports ground markings are to be applied without the consent of the School Principal.
16. The use of alcoholic liquors, tobacco and illegal drugs in any form is prohibited on school grounds.
17. Regular user groups are expected to schedule a working bee at the commencement of their season to assist with grounds preparation and maintenance.
18. All use of facilities and grounds are at the discretion of the Principal and the PEAB.
19. In conjunction with School and CECV Policy, team coaches are required to have a current "Working With Children Check". Please attach a copy of relevant WWC Identification Cards to your application form.

Policy formulated March 2007

## Application for Use of School Grounds

Name of Group:	
Name of Contact Person:	
Address of Contact Person:	
Contact Phone Number:	Home: _____ Mobile: _____
Description of Activity:	
Area Required: (tick)	One Basketball / Netball Court <input type="checkbox"/> Two Basketball / Netball Courts <input type="checkbox"/> Soccer ground <input type="checkbox"/> Cricket pitch and ground <input type="checkbox"/> Back oval for football <input type="checkbox"/>
Days Required: (tick)	Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/>
Period Required:	Starting date = ____/____/____ Finishing date = ____/____/____
Time Required:	Starting time = _____ pm Finishing time = _____ pm
Access to Toilets Required: (tick)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Public Liability Cover:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b><u>Agreement:</u></b>          I wish to apply for use of St Louis de Montfort's school grounds as detailed above and accept the Conditions of Use specified.</p> <p>Signed: _____ Date: _____</p>	