

**TIRIMOANA SCHOOL**  
**USE OF SCHOOL BUILDINGS AND/OR GROUNDS**  
**BY THE PUBLIC POLICY**

**RATIONALE:**

To ensure there is a mechanism whereby persons or organisations who would like to use school buildings and/or grounds outside school hours may do so with suitable protection for the school's property and assets.

**PURPOSES:**

Any person or organisation may apply to the Board of Trustees requesting use of the school's buildings and/or grounds outside of school hours for any legitimate purpose.

**GUIDELINES:**

1. Applications will be in writing, specifying -
  1. Full name, address, occupation and phone numbers of applicant.
  2. Full details of organisation.
  3. Period of time required.
  4. Date, day when required.
  5. Period of year (if extended regular of use is requested)
  6. Proposed legitimate purpose for which use is requested.
  7. Any other information which the Board believe is relevant to the application.
2. The Board may require a sum of money to be lodged as a bond. Bond amounts will be at the discretion of the Executive Officer.
3. A minimum of one person per application will sign a contract with the school.
4. The Board may accept a suitable sum of money as a donation to the school from the applicant as an appreciation for the use of the school buildings and/or grounds, or will charge a rental fee. Donations and fees are to be paid into the school's bank account.
5. On receiving any such application, the Board or Executive Officer may if they think fit, grant permission for the use of the school buildings and/or grounds.
6. Any applicant wishing to use the school buildings and/or grounds must respect and enforce the Smokefree Environments Amendment Act 2003 which designates the entire school property smoke free at all times.
7. The hall will only be available for external use by community organisations, or groups, which have an association with the school, on an occasional basis, with the exception of Afterschool Care. The hall is not available for permanent bookings or for private functions.
8. The hall lunchroom facility is only available to the organisation which has a contract to provide school lunches.
9. Any applicant must comply, as far as reasonably able,
  - with any reasonable instructions given to them by the Board to allow the Board to comply with the Health and Safety at Work Act (2015).
  - Must take reasonable care for their own health and safety
  
  - Must take reasonable care that their acts or omissions do not adversely affect the health and safety of other people

**TIRIMOANA SCHOOL**

**APPLICATION FOR USE OF SCHOOL  
BUILDINGS AND/OR GROUNDS**

I \_\_\_\_\_  
(full name)

of \_\_\_\_\_  
(organisation name)

\_\_\_\_\_ (address)

\_\_\_\_\_ (phone) \_\_\_\_\_ (email address)

wish to apply for the use of TIRIMOANA PRIMARY SCHOOL Buildings and/or Grounds for the purpose of \_\_\_\_\_

on \_\_\_\_\_ (date)

\_\_\_\_\_ (day of week)

\_\_\_\_\_ (period of time)

Signed \_\_\_\_\_

Date \_\_\_\_\_

Bond \$ \_\_\_\_\_

Received \$ \_\_\_\_\_

Date \_\_\_\_\_

**TIRIMOANA PRIMARY SCHOOL**  
**CONTRACT FOR USE OF SCHOOL**  
**BUILDINGS AND/OR GROUNDS BY PUBLIC**

I, the undersigned, on behalf of \_\_\_\_\_ agree to the following conditions, as to the use of TIRIMOANA PRIMARY SCHOOL Buildings and/or Grounds:

1. That I, or other responsible adults will be in charge of my/our use of the school buildings and/or grounds.
2. That I, or our organisation accepts full liability for any damage to school buildings and/or grounds or injury to guests/members of our organisation, and will report such damage in writing at the first available opportunity to the Principal.
3. That the school buildings and/or grounds will be left clean and free of litter.
4. That any ground workings/apparatus is shifted regularly to maintain grass areas remain in the best possible condition.
5. That no cars are permitted on school grounds unless prior permission is given by the Principal.
6. That I, or other responsible adult will obtain weekly verbal permission from school prior to that week's use (this is in case of inclement weather causing grounds to be unplayable, etc).
7. That permission may be withdrawn without prejudice by the school at any time for any reason.
8. I accept and acknowledge that part or all of the bond may be forfeited as the Board of Trustees thinks fit in the event of damage or debts being incurred by the School as a result of my/our use of the school buildings and/or grounds.
9. I accept and acknowledge that I/we must respect and enforce the Smokefree Environments Amendment Act 2003 which designates the entire School Property smoke free at all times.
10. I accept and acknowledge that I will report any Health and Safety issues, including 'near miss' incidents to the school office that involves school property or personnel.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Witnessed \_\_\_\_\_  
(School Principal)

Date \_\_\_\_\_

(duplicate - 1x organisation, 1x Board of Trustees)

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National Administration Guidelines No. 4  
Policy 20  
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