

Stratford Primary School: Procedures

USE OF SCHOOL EQUIPMENT BY WIDER COMMUNITY

RATIONALE:

The Stratford Primary School Board acknowledges that the school is a central part of the community. Therefore, the Board supports whānau of current and past students being able to use equipment such as chairs/forms from school for appropriate purposes.

GUIDELINES:

1. This procedure is delegated to the Principal to manage.
2. The Principal will consult with the Board, through the Presiding Member, before approving any hireage of the school equipment such as chairs/forms.
3. Any equipment that is hired, must be returned in a complete, clean and tidy state. Equipment must be returned within two days of hire, unless an extended timeframe is negotiated. Any damaged items will be replaced and paid for by the hirer.
4. A charge will be payable and is determined on the equipment and amount of equipment that is being hired.
5. A bond of \$100.00 will be paid before hireage, this will be refunded providing number 3 is adhered to.
6. Should the caretaker be required to open up the hall (outside of standard school hours) for the collection and/or return of hired items there will be a charge of \$50.00 per time.

Please see page two for information required, such as Hirer details, collection and returning of equipment.

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The Hirer will sign this document and a copy will be given to them at the point of completion.

Date and time for collection of equipment:

Date and time for return of equipment:

Bond:

Hirer Name: _____

Hirer Address: _____

Hirer Telephone Number: _____

Hirer Email Address: _____

Hirer Signature: _____

Date: _____