



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

POLICY

Use of Assets and Facilities

Rationale

To ensure the protection of all school assets and facilities as outlined in the Asset Register, and ensure their appropriate use for the benefit of the school, students and the wider school community.

Purpose

To clarify procedures for the personal use of any listed school facilities and/or assets outside the school grounds.

Requirements

1. This policy applies to school facilities and/or all assets listed in the Asset Register.

Use of School Assets

2. School assets are only to be taken out of the school if being used for the benefit of the school, with the prior consent of the Principal or the Principal's delegate.

3. An 'Asset Mobility Register' must be completed by the person using the equipment, stating the asset taken and describing the required use.
4. Staff taking any school assets off-site must be made aware of any relevant sections contained in the current insurance policy relating to that equipment.
5. School assets may be loaned to people other than staff in special circumstances, at the discretion and with the prior consent of the Principal or the Principal's delegate.

Use of School Facilities

6. Use of the school facilities must be approved by the Mt Eden Normal Board of Trustees or as delegated to the Principal.
7. School facilities will only be used outside of regular instructional activity for the benefit of the school, which may comprise:
 - a. raising revenue and/or
 - b. supporting groups and activities that positively impact on students or the school community as a whole, including to offer extra-curricular activities to students.
8. An 'Agreement for School Hirers / Users' document will outline the requirements necessary for out of school hours users of school facilities, any bond and public liability requirements as applicable and will be signed by the hirers/users.
9. Guidelines, bond and rental charges for hirers shall be set by the Board and reviewed annually. The Principal will have discretion to waive /vary rental charges on a case by case basis.

Signed: Fleur Longley
Chairperson

Policy review details

Version / date: Dec 2020
Review cycle: Triennial
Date for next review: Dec 2023