



## POLICY FOR COMMUNITY USE OF SCHOOL FACILITIES

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### CONTEXT

Sacred Heart College acknowledges its role to support the community through access to resources when circumstances allows and in context of designated school priorities.

### PRINCIPLES

- That the facilities of the College are, in the first instance, developed and utilised in accord with the existing student cohort at the time
- Priority for bookings, outside of school requests, will be given to local Catholic organisations, particularly as they relate to the Parish and schools in the South West Region and Sacred Heart Old Scholar sporting teams and cultural groups.
- That Council and Government by-laws are observed at all times by the College and by Community Groups that use College facilities
- That College facilities will be treated respectfully by Community Groups and re-compensation will be made when damages are incurred
- That the use of all College facilities will be subject to formal approval
- That a systemic ongoing review of College facilities will be undertaken to ensure the adequacy and extent of use at any given time
- That the use of the College Chapel is reserved for approved weddings and local school events. Special requests outside of these will be subject to the approval of the Brothers community

### PROCEDURES

The following principles underpin the Community Use of School Facilities Policy:

- Use of College facilities will be approved by the Business Manager, and when necessary, the School Executive
- A register of all College facilities will be kept in the Front Office that will enable bookings to be maintained and monitored
- Standing fees for use of facilities will be published and reviewed on a regular basis
- The College reserves the right to refuse the use of any facility should it not be in accord with designated priorities and circumstances

Approved on November 2010

Review date November 2013