



ST. STITHIANS COLLEGE USE OF THE ST STITHIANS COLLEGE FACILITIES FOR NON-COLLEGE ACTIVITIES

Principles

1. Non-College activities are any activity that is not part of the formal programme organised by any official of St. Stithians College.
2. The College makes the facilities available for use by outside organisations, agencies and individuals to "sweat the assets" and develop an alternative revenue stream for the College.
3. St Stithians College is a community-orientated organisation and therefore the facilities are available for use by outsiders from the community, Church, schools and other civic-minded organisations on a cost-recovery basis rather than a revenue-generating basis.
4. Any decision regarding the use of facilities by outsiders may not interfere with or undermine the primary purpose of the use of the facilities in the education of registered Saints learners.
5. Any losses or damages incurred by any outsiders will be for the account of such users. Any future or long-term use may be discontinued under these circumstances.
6. The use of alcohol will be strictly in accordance with the alcohol use policy (Policy: Serving of Alcohol on the St Stithians College Estate), adopted on 26 March 2003 by the St Stithians College Council.
7. The application form for use of any facilities will constitute a contract between the user and the College.
8. Users of any facilities are strictly prohibited from making a copy of any key that may be issued to them for the use of any College facility.
9. This policy does not cover the use of the St Stithians College Aquatics Centre. There is a separate policy that covers the use of that facility.

Occasional Use

10. All requests must be made on the prescribed booking form and lodged with the Operations Director.
11. Price and costs:
 - 11.1 Will be determined by the prescribed tariff list, which will be reviewed on an annual basis by the Rector, Operations Director and the Bursar and approved by the College Executive.
 - 11.2 Users may be required to post a deposit for the use of the facilities.
12. All such requests shall be approved by the Operations Director and the Rector.
13. Payment shall be made on application.

Regular Use

14. All such requests shall be reviewed and approved by the Operations Director and the Rector, and by:
 - 14.1 The coordinator in the case of the Astro turf;
 - 14.2 The coordinator in the case of the Squash courts.
 - 14.3 The relevant Head of school in the case of any external coaches offering a service to that particular school.

15. All applications will be for a period of one calendar year (1 January to 31 December), unless otherwise negotiated between the User and the College. Some facilities may have a different year period, for example, the Astro Turf. A new application must be submitted every year.
16. Payment shall be made at the beginning of the year that the facilities are required.
17. Disclaimer: Any injury incurred, loss of property, damage to property or death will not be the responsibility of St Stithians College or any of its employees.

ADOPTED BY COLLEGE EXECUTIVE COMMITTEE: 14 JUNE 2004
AMENDED BY COLLEGE EXECUTIVE COMMITTEE: 23 MARCH 2009