

STROMNESS ACADEMY COMMUNITY SCHOOL
Guidelines and Rules for Community Use of Facilities

1. School facilities are available for booking from 09.00 - 23.00 hours. The School has priority weekday use of facilities during term time between 08.30 and 17.00 hours. These hours may be amended at the discretion of the Community Management Team.
2. Bookings are accepted for a minimum period of 30 minutes commencing on the hour, or half hour. The maximum period of let for the Games Hall and Gymnasium within the peak booking period (18.00 to 22.00 hours) will normally be 1 hour 30 minutes, though the Management Team reserves the right to reduce, or extend this period in special circumstances.
3. Special occasion bookings such as Inter-County Competitions, Festival events, etc., will be given precedence over regular bookings.
4. The booking period includes the time required by the Steward to set up, issue, take down and return equipment to the store cupboards.
5. Facilities can be booked on a termly basis, i.e. September - December ; January - March and March - August.
6. Groups submitting late applications will be allocated such time as is available after other groups have been accommodated.
7. As user groups and the nature of the activities in the school vary throughout the year, no group can be guaranteed the same booking slot from term to term, though every effort will be made to meet the requirements of regular users.
8. Charges for lets are fixed by the Department of Education and Recreational Services, details of which are available on request.
9. The school does **not** accept responsibility for the loss of personal property. All user groups and individuals are strongly advised to ensure that money and valuables are NOT left in the changing rooms, or unattended. They may be left in the changing room lockers, the small valuables lockers or with the steward on duty.
10. The school is designated as a NO SMOKING ZONE, but smoking may be permitted in the Dining Hall at special functions eg Weddings.
11. The consumption of alcohol is NOT permitted within the school premises, except at licensed functions.
12. Food and drink must not be taken into the Games Hall, Gymnasium, Theatre, or Fitness Suite. All areas must be kept clean and as tidy as possible by disposing of litter in the bins provided.
13. Each group is responsible for the conduct and behaviour of its members and will be held responsible for any damage caused by its members to property, or equipment during their period of let.
14. Any equipment which is found to be damaged, or in an unsafe state should be reported immediately to the Steward on duty by filling in an equipment report form, obtainable from the Steward.
15. In the event of a facility being locked when the group arrives for their activity they should await the arrival of the Steward. Cleaners do **not** have authority to allow access to ANY part of the school facilities.
16. The use of specialised equipment such as trampette, trampoline, demountable wall bars, bars, boxes, etc., is not permitted unless suitably qualified personnel are available and Management have been notified of the use of such equipment.
17. Private arrangement must not be made between groups regarding changes to bookings. Management must be informed of all requests to change bookings.
18. In the event of a fire, or similar emergency users will be required to leave the building when the alarm bell sounds. Details of the evacuation procedure and assembly points are displayed in classrooms. Users should familiarize themselves with these.
19. All enquiries should be made through the School Office (Tel No. 850660).