PREAMBLE

This policy aims to set down procedures for the coordinated and effective use of College facilities by those within the College community and those from the external community who wish to avail of these facilities.

Facilities that may be booked by external groups include the College Hall - Great Hall, College Hall - Atrium, Rivergum Theatre, Greening Auditorium, Alphington Court, Board Room, Yarangabee Centre, College Grounds and the Frank Mount Room.

PRINCIPLES

1. Internal groups include staff, students, and associations such as Ladies Auxiliary, Fathers Association, Art Committee, etc.

2. External groups may apply for the use of facilities and/or equipment on a hire basis at a rate decided by the Facilities Manager in conjunction with the Business Manager.
   - Feeder schools, local parishes and Old Paradian sports associations may make long-term bookings and be offered reduced fees at the discretion of the Facilities Manager in conjunction with the Business Manager.
   - The documents Policy for the Management and Maintenance of Parade College Grounds and Memorandum of Understanding – Use and Maintenance of Garvey Oval, Naughtin Oval, Front Ovals, Related Premises and Surrounding Property spell out in detail the College's approach to the Old Paradian sports associations.

POLICY

All bookings for internal groups are generally made through the Assistant Principal (Organisation) in conjunction with the Facilities Manager who will establish appropriate conditions of use.

All bookings for external groups are made through the Facilities Manager via the facilities bookings enquiry form on the College website.

GUIDELINES

1. MULTI-PURPOSE ROOMS, MEETING ROOMS AND BOARD ROOM

   Internal group bookings should be made directly via the ‘bookings’ site on the Parade College Portal. The bookings are subject to final approval by the Assistant Principal (Organisation) who may consult with the Facilities Manager.

2. BUILDINGS, ROOMS, BUSES, SPORTS VENUES AND EQUIPMENT

   Internal group bookings for buildings, rooms, sports venues and equipment should be made through the Assistant Principal (Organisation).
If the request is approved, the Assistant Principal (Organisation) will forward the request to the Facilities Manager for implementation. The Facilities Manager, will inform the Manager of Grounds and Maintenance or Theatre Technician as appropriate. If the request is not approved, the Assistant Principal (Organisation) will outline the reason for the non-approval to those concerned.

*Internal group* bookings for buses should be made directly via the Bus Booking form on the Parade College Portal. These bookings will be subject to approval by the Facilities Manager in conjunction with the Logistics Manager.

3. **FURNITURE AND EQUIPMENT**

*Internal group* bookings should be made through the Assistant Principal (Organisation). If the request is approved, the Assistant Principal (Organisation) will forward the request to the Facilities Manager for implementation. The Facilities Manager, will keep records of borrowing and ensure security and times of collection and return. This includes art stands, trestles, display boards, portable staging, tools, work vehicles and machinery. If the request is not approved, the Assistant Principal (Organisation) will outline the reason for the non-approval to those concerned.

4. **AUDIO-VISUAL EQUIPMENT**

*Internal group* bookings should be made through the Assistant Principal (Organisation). If the request is approved, the Assistant Principal (Organisation) will forward the request to the Facilities Manager for implementation. The Facilities Manager will then inform the Theatre Technician with at least 24 hours notice. This includes OHPs, microphones, projectors, screens and lecterns. If the request is not approved, the Assistant Principal (Organisation) will outline the reason for the non-approval to those concerned.

**IMPLEMENTATION**

1. If a confirmed booking is cancelled at any stage, courtesy demands that the Assistant Principal (Organisation) be informed as soon as the cancellation is known.

2. Generally bookings are made on a 'first come, first served' basis, but the Assistant Principal (Organisation) in conjunction with the Facilities Manager has the right to position an activity in the venue most suited to the nature and size of the group involved. In the case of conflicting interests, the Facilities Manager in conjunction with the Assistant Principal (Organisation) will make the final allocation of venues or materials.

3. Equipment should be returned promptly in the way requested by the officer responsible. Users will be required to make good any loss or damage and must respect the ethos of the College and its standing in the local community, especially in terms of noise, parking, removal of rubbish, and responsible use of vehicles and equipment.

4. The person making a booking must ensure that alarms are properly de-activated and re-set and that the venue is properly secured after use. Keys are normally available through the appropriate booking officer.

5. In dealing with external groups the Facilities Manager will establish a form of written confirmation which sets out the requirements of the College of the user in terms of times, numbers, costs, care, public liability insurance, cleaning, security etc.

6. After consultation with the Facilities Manager, the Manager of Grounds and Maintenance will inform the cleaning and security staff of significant bookings and will be responsible for following up damage, complaints, and breaches of security with the persons using the venues.

Approved by the College Board December 2001, August 2007, March 29 2010