

**Policy Title:** Use of Kindergarten Premises Policy

**Classification:** Management

**Monitored by:** Finance Officers

**Approved by:** GM Operations

**Effective Date:** November 2020

**Review Date:** November 2022

**Objective:** To outline the conditions under which applications can be made by visitors to use kindergarten premises, and the limits around acceptance of an application.

**Commitment:** Hutt City Kindergartens is committed to ensuring that use of kindergarten premises outside of session time is done in a compliant, safe and non-disruptive manner.

---

### Related Documents

- Use of Kindergarten Premises Application/Contract form (attached)
- Smokefree Policy
- Cleaning Policy

### Scope of this Policy:

This policy relates to the use of HCK premises by visitors. "Visitors" are HCK staff using the kindergarten for non-session purposes and/or parents using the kindergarten for personal functions.

### Policy Details:

1. Kindergartens may only be used from 9.00am – 10.00pm on weekends/public holidays, and from 5.00pm – 10.00pm on weekdays.
2. All applications to use kindergarten premises must be made on the Application/Contract for the Use of Kindergarten Premises form.
3. The Head Teacher must give approval for the kindergarten to be used, and may deny applications without explanation.
4. If an event is approved, the Application/Contract for the Use of Kindergarten Premises form must be signed by the Head Teacher.
5. A donation is required for the use of the kindergarten. The suggested donation amount will be advised by the Head Teacher.
6. The Head Teacher takes full responsibility for security, including the opening/closing of the building and contacting the security company.
7. Any accident/incident or near-miss must be reported to the Head Teacher within 24 hours.
8. The Head Teacher must notify the cleaners if an event is being held.
9. Noise levels must be kept low, and there should be no disturbance to neighbours.
10. Smoking, drugs and alcohol are NOT permitted on the premises at any time.
11. Events that are religious, political or 18+ are NOT permitted.

### Review:

This policy will be reviewed biennially.

## Use of Kindergarten Premises Application/Contract form

Please fill out this form, sign to confirm your understanding, and give it to the Head Teacher. The Head Teacher must give approval for the kindergarten to be used, and may deny applications without explanation.



Applicant's name: \_\_\_\_\_

Kindergarten name: \_\_\_\_\_

Date I'd like to use the kindergarten: \_\_\_\_\_

Time I'd like to use the kindergarten: from \_\_\_\_\_ until \_\_\_\_\_

I want to use the kindergarten to:

\_\_\_\_\_

**I understand that if this application is approved, it becomes a contract and will be subject to the following conditions. I accept and agree in advance that:**

- I have read the Hazard Register and understand the hazards that may cause harm at this kindergarten. I will ensure that no one at the event will behave in a way that could cause harm to themselves or others.
- I will personally be in attendance during the entire duration of the event and will be responsible for the conduct of all persons using the premises.
- I will notify the Head Teacher within 24 hours, if there is an accident, incident or near-miss while using the premises.
- I will be responsible for all misplacements, losses, breakages, and other damage advised to me (either at the time or in the day following) and will meet the full costs associated with them, including the Insurance excess of \$2,500.00.
- The premises will be left in a clean and tidy condition and all equipment, furnishings etc will be placed in their original position before I leave the kindergarten. Rubbish will be removed.
- I will meet the cost of cleaning by the Kindergarten's contracted cleaner if the kindergarten requires cleaning as a result of my use.
- I will leave the kindergarten and equipment as I found it, and ensure all doors/windows are locked, with the security alarm set.
- I will ensure the office area will not be accessed and the kindergarten phone will not be used.
- There will be no smoking on the premises at any time. Alcohol and drugs will not be present at any time.
- I will make an advance donation of \$..... to the kindergarten.

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

Head Teacher signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(Copies of the completed Contract are to be provided to the Applicant and Association Office. A copy is to be kept on file at the Kindergarten).*