

## Panaga School Premises Usage Agreement

The purpose of this agreement is to ensure the safety of all, while maintaining Panaga School as a resource for all of the BSP community to be able to access and enjoy. This agreement also ensures that the school operations are not negatively impacted by outside clubs of BSP using school premises outside of school hours.

Name of person responsible for using school premises: _____
Phone: _____ Email: _____ Address: _____
Reason for which the school premises will be used: _____ _____
Site (Mendaram / Rampayoh / Teraja / Melilas): _____
Requested location to access (eg. Hall, class): _____
Maximum number of people expected to attend: _____
Dates: From _____ to _____
Once / Weekly / Fortnightly / Monthly / Other _____
Start time : _____ Finish Time: _____

Panaga School facilities are a smoke free environment at all times. The aboved named person is responsible for ensuring this agreement is adhered to at all times. Panaga School facilities are to be left in the same condition as when used. This includes cleaning and arrangement of furniture. This agreement is in relation to the use of facilities only. **In most cases, school equipment is not to be used.** If the situation arises where school equipment or a different location to that agreed are desired, the School Deputy Principal must first give consent.

### TERMS AND CONDITIONS OF PANAGA SCHOOL PREMISES USE

1. **Risk Management:** The person named above will work with a member of the School Leadership Team to complete a risk assessment for the planned use of school facilities.
2. **Security:** If using facilities outside of school hours, report to school security at the end of use.
3. **Parking:** Park in only designated areas.
4. **Rubbish:** Ensure all rubbish and waste is located in bins provided, inside of buildings (so as not to attract monkeys). If on a Friday evening, any food waste is to be removed by facility user.
5. **Emergency Procedures:** Emergency procedures and contact numbers are on display throughout the school. The person named above is responsible for briefing other uses on emergency procedures.
6. **Care of facilities:** Users of school facilities are to leave premises in a clean and orderly manner, returning furnishings to original locations.
7. **Cancellation:** In the event that the school requires use of the premises, the above named person will be contacted and informed that the facilities are not available.
8. **Emergency Contacts:**

Shell Security	337 2999
Ambulance	991
Police	993
Bomba	995

The above named person agrees to follow all required Standard Operating Procedure (SOP's) under relevant Ministry guidance, in line with operations.

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