

## USE OF SCHOOL BUILDINGS

To ensure the overnight use of school buildings complies with Health and Safety standards and does not interfere with school programmes.

### **Guidelines:**

1. Classroom live-ins must be limited to one night only and be for the students of that particular class only.
2. All class live-ins must further the educational programme of that particular class.
3. “Overnight Use of Building” form is to be completed by the person responsible and presented to Principal for approval 3 weeks before the event (form available in office cabinet).
4. No definite arrangements are to be made until approval is confirmed.
5. All other appropriate forms must be completed one week prior to live-in taking place e.g. Health form, Permission slip.
6. Maioha Mai or the school hall may be used for overnight or longer term live-ins for larger groups. Use of these areas cannot interfere with daily school programmes.
7. At least one adult with a current First Aid Certificate must be present at all times throughout the live-in.
8. Adult/Student ratio must be complied with (1:8)
9. All costs must be finalised before the actual event.
10. Buildings must be left in a clean and tidy manner ready for school use.

**FINLAYSON PARK SCHOOL**  
**OVERNIGHT STAYS AT SCHOOL**

<u>Venue Requested:</u>	<u>Date:</u>
<u>Class involved:</u>	
<u>Adults involved:</u>	
<u>Total Number: (Ratio 1:8)</u>	<u>Adults:</u> <u>Students:</u>
<u>Start/Finish Times:</u>	<u>First Aid Certificate Holder Name:</u>
<u>Purpose of Stay:</u>	
<u>Meal Arrangments:</u>	
<u>Breakfast:</u>	
<u>Lunch:</u>	
<u>Dinner:</u>	
<u>Sleeping Arrangments:</u>	
<u>Main Activities:</u>	
<u>Cost (per student) \$</u>	
<u>Other Fundraisers/Funding:</u>	
<u>Health &amp; Safety Precautions (if any):</u>	

**Approved / Declined (Circle one)**

Signed Principal: \_\_\_\_\_

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