



RENTING POLICY

AIM:

This policy is aimed at:
establishing guidelines for the renting out of certain buildings and sports grounds
of the school to the community.

RENTING

- A written application by an organization or individual to use the school buildings or sports grounds should be submitted fourteen days ahead of time to the school management or to the principal.
- The management committee can also meet to discuss such an application.
- The school Management should address a written answer to the applicant.
- At renting the applicant should pay a deposit as determined before by the school management. The deposit is refunded to the hirer if there is no damage.
- The school management should determine the rental fee annually.

RENT

Buildings

- The school management can rent out school buildings to raise funds for the school fund account. This money should be deposited into the school's account.

Grounds

- The school management can rent out school grounds or erect advertisement boards to raise funds for the school fund account. This money should be deposited into the school's account.
- The school management takes full responsibility for damage that may occur as a result of the renting out of school facilities.



Contract

- The school management should ensure there is a proper contract between the school and the hirer, in which it is specified that loss due to damage, including injuries, will be the responsibility of the hirer or the user.
- Should the hirer or user not be able to cover all the damages or losses (after the school has exercised its right to recovery), the Management should carry the remaining part of the loss itself.
- The school management should take out insurance on facilities and personal liability in the case of injuries during the use of school facilities.

SUPERVISION

- The school's caretaker should at all times be informed regarding who is renting parts of the school.
- The caretaker should also be responsible for unlocking and locking buildings and gates.
- The caretaker should also check for any breakages caused by hirers and bring it to the attention of the principal as soon as possible.

This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____

