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## School Facility Use Policy and Procedure

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### Nord Anglia International School Dubai

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01		
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03		
04		

Principal Approval	
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## ► Policy Aims

This policy aims to provide clear guidelines and describe the policy and procedure for school facility use.

Nord Anglia School (NAS) facilities are devoted primarily to the school teaching programs and school sponsored activities. Nonetheless the school recognizes that the facilities should be used to the fullest extent possible providing a resource to the wider school and local community. The priority for facility usage will always be given to school led programmes and for activities that enhance the relationship and benefit the wider school student, parent and NAS staff community. A rental fee schedule to cover the direct costs of facility usage shall only apply to the use of facilities for which admission is charged or performers are paid for their services, and any other use not specifically exempt in the paragraph above.

## ► Responsibility for the Policy and Procedure

### ► Role of the Principal

Nord Anglia International School Dubai has control and supervision of all school facilities at its site off Hessa Street, Al Barsha, Dubai and grants the temporary use of them to others as provided herein. The principal has custody of school facilities assigned to him/her by the Nord Anglia Education Board and must have knowledge of the group that wishes to use or rent the facility appointing an outside programme coordinator to oversee the activity. The Principal ensures that the use of facilities by the school and by school related groups or organisations shall take precedence over all other uses. The School Principal reviews the proposed facility usage on a termly basis with the Head of Administration and the Programme Coordinators.

### ► Role of Head of Administration

The role of the Head of Administration is to support the Principal in ensuring that the policy procedures are followed and ensures that the school facilities are available for school use as required. They also ensure that the use of the facilities by the school and by school related groups or organisations takes precedence over all other uses. The Head of Administration oversees the coordination of all groups using school facilities as well as managing outside provider facility use and activities. The Head of Administration also ensures that for any external organisation using school facilities Licence Agreements are in place. The Head of Administration reviews the proposed facility usage on a termly basis with the Principal and Programme Coordinators and monitors the overall programme with the Programme Coordinators on a weekly basis.

## ► Policy Overview

Any group using school facilities shall be responsible for the proper conduct of all persons attending the event, for reporting any damage to school property or issues in relation to Health and Safety. All outside providers paying for the use of school facilities shall be required to enter into and sign a License Agreement outlining the responsibilities between parties.

NAS staff, parents or recognised non-profit groups, by agreement, may use school facilities provided that such activities do not interfere with school use and that such use is approved by the principal of the school.

New request for the use of school facilities by commercial groups require permission and approval from the Principal, the Head of Administration and where necessary Heads of School and Departments. All activities should be linked to the education, development or training of NAS or local school students or the wider parent and NAS employee community.

No signs will be permitted on school property for extended periods of time. If a sign is used to promote an event, meeting, etc., it may be displayed 24 hours before the event and must be taken down immediately after the event concludes. No sign may be permanently placed on school property or displayed for more than 24 hours prior to the event unless otherwise agreed with the Principal or Head of Administration.

## ► Non Paid for – Use of School Facilities

When it is clearly indicated that the facilities are utilised for activities related to the school program, or for the development or training of school students and the wider parent and NAS employee community no rental fee shall be charged for such usage. Organisations that are civic in nature and whose activities are child and youth centered shall, by agreement, not be charged a rental fee for such usage, provided there is no profit related admission fee for the activity involved. School and fund raising events that directly benefit the school program shall not be interpreted as charging an admission fee.

## ► Paid for – Use of School Facilities

Nord Anglia School facilities are devoted primarily to the school teaching programs and school sponsored activities. Nonetheless the school recognizes that the facilities should be used to the fullest extent possible providing a resource to the wider school and local community. The priority for facility usage will always be given to school led programmes and for activities that enhance the relationship and benefit the wider school student, parent and NAS staff community. A rental fee schedule to cover the direct costs of facility usage shall only apply to the use of facilities for which admission is charged or performers

are paid for their services, and any other use not specifically exempt in the paragraph above.

In addition to the rental fee to cover the direct costs of facility usage, all groups shall be responsible for any additional agreed costs including the requirement for any additional NAS staff or catering costs. Rental fees charged are set at a rate to cover facility usage costs and shall be based on actual time the facility is in use on an hourly basis. This includes any practice or set-up time needed by the group.

### ► School Facility Costs

The school facility rates below are subject to annual review at the start of each academic year and are set at a rate to cover the direct costs associated with facility usage.

SCHOOL FACILITY COSTS			
FACILITY	HOURLY RATE	With IT support	EVENT RATE
PRIMARY PLAYGROUND	200		
BASKETBALL COURT	200		
CLASSROOM	200		
SCIENCE ROOM	200		
IB ROOM	350		
MULTIPURPOSE ROOM	200		
3RD ATRIUM	250		
2ND ATRIUM	250		
1ST ATRIUM	250		
AUDITORIUM		YES	4000/8000
SPORTS FACILITY			
FACILITY	FULL	HALF	EVENT RATE

SPINNING ROOM	250		
SWIMMING POOL	600		
SPORTS PITCH	750	400	
TRACK/PIT	200		
SPORTS HALL	750	400	
TENNIS COURT	350		
STUDIO 1	200		
STUDIO 2	200		

### ► Conditions Governing Use of School Facilities

- At least one employee or official representative of the school must be on duty whenever an organisation or group uses school facilities. This should always include a member of the school security team.
- No facility will be used for any money raising activity unless the collection of charitable funds has the approval by the Department of Islamic Affairs and Charitable Activities (IACAD). Relevant approvals must be submitted to the School Head of Administration.
- Permission must be sought in the first instance from the School Principal or Head of Administration for any new request to use school facilities including paid for and non-paid for activities.
- A security schedule is prepared listing all activities organised by parents, staff or outside providers at the start of each new term.
- Anyone organising, visiting or attending events organised by outside providers must sign in through security. If the activity is not on the security schedule access will not be permitted.
- On days when school has to be closed because of rain or other situation, all activities scheduled for that day may be canceled or postponed. In such an event facilities may be opened for scheduled activities only with the permission of the Principal and Head of Administration.
- Private individuals or family affairs (i.e. parties, family reunions, etc.) will not be permitted to use school facilities.
- The use of alcoholic beverages, in any form is **NOT** permitted on school property. Use of tobacco products within school buildings, ground or facilities is **NOT** permitted.
- Groups required to pay for school facilities will be invoiced directly by NAS Finance. A 50% deposit is required in advance for all Auditorium bookings.

- Any catering provided by the school should be booked directly through the Head of Administration. A quotation will be provided for acceptance, and payment will be required in full before the event takes place.
- The person in charge of the activity shall be responsible for the conduct of persons attending a meeting in a school facility and shall see to it that activities are confined to the areas covered by the License Agreement. If the group does not stay in the designated areas of the building or grounds, the group's future use of the school facilities will not be approved.
- All groups that use school facilities shall be held responsible for any damage or loss incurred as a result of their use. Facilities will be cleaned by the school facility cleaning staff and must be ready for use for the next day of school following the activity. If more than usual and customary cleaning methods are needed to clean the facilities after the activity, then the additional charges may be invoiced to the group using the facilities.
- External groups applying to use the school facilities for activities not directly related to the school program shall be required to provide, prior to such usage, where relevant all required documents including NOC, DSC approval, residence visa and copy of Labour approval for employees, copies of emirates ID, valid child protection training certificate, valid certificate of third party liability insurance, employers liability insurance and property insurance covering the loss or damage to designated property and contents.
- Groups using the building are restricted to the observance of all fire and safety regulations at all times and for the provision of appropriate first aid cover for the event.

### ▶ Appeals for Events that are not Approved

Should any group lodge an objection against a specific use or denial of use of school facilities, such objection is only valid if it is made in writing to the School Principal, The Nord Anglia Education Regional Director or other representative of the Chief Executive Officer and bears the signature and identity of the individual and/or group of individuals lodging the complaint. In the event of a complaint being received by the school Principal, the complaint will be fully investigated in the light of this policy and where required action taken to resolve any cause for complaint whilst protecting the interests of the school and respecting the rights of individuals and groups to express their views.

### ▶ Procedure

- Requestor contacts the School Principal, Head of Administration, or the Outside Provider Coordinator to enquire about school facility usage.
- Depending on proposed activity School Principal, Heads of School, Department Heads, Head of Administration and Outside Provider Coordinator decide if school facilities can be used for the event(s).

- Relevant school staff are consulted, informed/asked to be involved if required.
- Requestor is informed.
- Meet with the Head of Administration or outside Provider Coordinator to plan the activity, sign License agreement if appropriate, provide all required documentation and insurance certificate.
- Fill out appropriate application form to be provided by the Head of Administration or the Outside Provider Coordinator.
- Event times are confirmed to outside provider and are added to security schedule.
- School Finance is informed and school catering where necessary.
- Invoice(s) are issued, payment from outside provider is received.

### ▶ Raising Awareness of this Policy




We will raise awareness of this policy via:

- The Staff Handbook, Staff Induction and briefing.
- Meetings with individuals and groups interested in using school facilities.

### ▶ Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the policy owner, the Outside Provider Coordinator and the Principal.

### ▶ Linked Policies

 Induction of New Staff	 Health and Safety Policy	 Child Protection Policy
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