

KHALSA COLLEGE POLICY IN USE OF SCHOOL GROUNDS

1. Hiring of school grounds should not disrupt school, staff and students in school.
2. Applications for use of school grounds have to be approved by school management board.
3. An application has to be made and an agreement signed upon approval by the school board.
4. Copies of documents and receipts on agreements and approval for usage of grounds must be kept as a school record.
5. Any damages or accidents will be reported to the school management board.
6. Ground users will be held for costs of repairs or replacement of damages to the facilities.
7. Applicants for hiring ground usage must specify:
 - (i) Age of participants
 - (ii) Nature of sporting activity
 - (iii) Duration of sporting activity
 - (iv) Type/quality of supervision
 - (v) Facilities to be used
8. Checklist for school.
 - School policy
 - Fees charged
 - Approval from DO, School board
 - Clean up/ rubbish bins
 - Bond payments
 - Toilet facilities
 - Police patrols
9. Checklist for users of grounds:
 - Deposits
 - Times of usage
 - Clean up/ rubbish removal
 - Furniture use
 - Rules on alcohol/ tobacco
 - Consumption of food, drinks
 - Emergency/ evacuation procedures
 - Parking space, areas
 - Security
 - Supervision
 - Permits from District Office

Agreement form filled by users of grounds. Rules abided by users

Principal

Date: