



**POLICY (Number: Di)**

**USE OF SCHOOL FACILITIES**

The facilities of the school are an amazing asset for our school family. We are very happy that the grounds are used by current Somerset House families on Saturdays and after hours in a responsible and safe manner. **The Campus is closed on Sundays.** Parents and children who are current members of the school can gain access to the grounds by checking in with the guard on duty at the Dickens Avenue entrance. We obviously expect that the facilities will be looked after at all times.

The following guidelines, rules and regulations apply for the use of the Somerset House School facilities:

- **Only Somerset House pupils** may be coached/tutored on the school campus.
- All requests for making use of the school facilities must be forwarded, in writing, to the Bursar at [micbar@somersethouse.co.za](mailto:micbar@somersethouse.co.za).
- The Bursar will present these requests at the weekly Senior Staff Meeting for discussion and consideration, and then revert to the person who had initiated the request with feedback on the decision made.
- Where Senior Management has agreed to the use of the School Facilities, whomsoever it may be (this includes staff members and casual coaches), such person is required to complete an Indemnity Agreement (available from the Bursar and on Angel) and submit it to the Bursar prior to the commencement of any approved coaching/tutoring activities.
- Payment of the hiring fees with regards to the relevant facility/facilities will be due and payable within the first seven (7) working days of the following month, or as agreed, and must be submitted to the Bursar along with a register of attendees for that period.
- Following up on outstanding hiring fees by the Finance Office is unproductive. The responsibility for arranging payment is that of the Organiser as per the signed Indemnity Agreement.
- Somerset House activities and events always take priority over any private coaching/tutoring session.
- Use of the School Pavilion is not permitted.
- Coaching clinics approved by the school may be held on the Astro Turf, but it will not be hired out for individual training sessions.
- Sport coaches are required to use their own training equipment and not school-owned equipment.
- If, due to inclement weather, a session is moved to another facility on campus, the relevant hiring fee will apply.
- Any necessary arrangements for the locking/unlocking of facilities must be addressed with the Facilities Manager.

Hiring Rates are as follows:

HOURLY RATES	Tennis Courts	Naburn Meadow	Webb Field	Classroom	Simpson Hall	Haydock Hall	Astro Turf	Swimming Pool
<b>Weekday</b>	R 50	R 100	R 100	R 100	R 100	R 100	R 250	R 250
<b>Saturday - First Hour</b>	R 100	R 200	R 200	R 200	R 200	R 200	R 250	R 250
<b>Saturday - Thereafter</b>	R50/hr	R100/hr	R100/hr	R100/hr	R100/hr	R100/hr	R150/hr	R150/hr
<b>Saturday Block (5 hours)</b>	R 250	R 500	R 500	R 500	R 500	R 500	R 750	R 750
<b>Sundays</b>	<b>School Closed</b>							



Notes on payment calculations and facility availability times

- a) Should the group consist of less than 5 pupils, or more than 10 pupils, 10% of your gross earnings will be due and payable to the school.
- b) Should the facilities be available, they may only be booked during the following times:

	<u>Webb Field</u>	<u>Naburn Meadow/Other facilities</u>
<b>Monday – Thursdays:</b>	13h00 – 14h00	16h45 – 17h30
<b>Fridays:</b>	13h00 – 14h00	14h00 – 17h00
<b>Saturdays:</b>	Closed	08h00 – 13h00

General:

1. Addendum A is the Indemnity Form.
2. Addendum B is a Use of Facilities Checklist.