

Community Use of Brentside School

Code of Conduct

- Arrival and departure times for bookings should be strictly observed.
- Those responsible for the supervision of minors are required to adopt controls and practices to ensure minors are protected while at all times being under the care of a responsible **nominated** adult/s.
- Use of video, photographic and mobile phone imaging equipment in the building is prohibited except where permission has been given by the duty attendant.
- All persons should conduct their activities to the agreed allocation and respect the School and its belongings.
- Equipment provided should be used for the purpose that it was designed
- The Third Party (name on the booking form) is liable for any damage to the School Premises or the fixtures, fittings, furniture and any articles belonging to the Company and caused by the Third Party **or** the Third Party Users.
- It is the responsibility of the third party to leave the facility in the same condition it was hired in, i.e. clean and tidy.
- All incidents are to be reported to the caretaker and or the duty attendant.

Please refrain from the following:

- Using **any** school equipment without prior agreement, this includes stationary, toys, whiteboards etc.
- Wearing outdoor shoes or black-soled shoes in the sports hall or gym. Please ensure footwear is clean prior to entering the hall.
- Consuming food or drink in any area other than the dining hall.
- Using offensive language and behaviour.
- Smoking in any of the School Premises.

Failure to adhere to above may result in the session being terminated and future bookings not being accepted