



TRIDENT HIGH SCHOOL

Guideline for Auditorium / Gymnasium Users

Booking the Auditorium / Gymnasium and Conditions of Use:

- All after-hours bookings must be made through the school office.
- Unless prior arrangements have been made with the school, access for usage is from 5:00pm – 9:00pm.
- School usage take precedence over outside users.
- All outside users are subject to a bond of \$100
 - Bond is refundable
 - Bond is an instalment on repairs
 - Bond must be repaid (after all repair expenses have been met) for continued use of the gym
- All damage will be charged to the user with negotiation between the user and the school

Use of the Auditorium / Gymnasium:

- Please do not move any gear from the equipment bay
- There is to be NO FOOD inside
- Bring your own indoor equipment
- Approved equipment usage, i.e. rubber practice balls
- No hockey sticks or cricket bats/balls
- Clean sports shoes only to be worn
- No sprigs, raise heels, toe or heel plates or street shoes are permitted
- Food and drink are not permitted in the gym or auditorium
- The auditorium/gym must be left as it is found
- Please put any rubbish in the blue bins.

Access, Closing Up and Departure:

- Keys must be arranged with the school office/caretaker in school time.
- Initial access to the gymnasium is through the main entrance.
- Floors must be swept by the users before locking up.
- Check/lock double door exits at each end of the gymnasium.
- Switch off lights on wall panel (*left of gym exit into lobby*).
- Lock entrance doors.

Incidents

- If the fire alarm goes off, please meet in the carpark in front of the Auditorium. Make sure everyone is out of the building. The caretaker will check on you.
- If there are any breakages or incidents please contact the caretaker.
- Caretaker (Ken Chapman) Ph. 021 047 1612

Please respect our school resources. The school reserves the right to auditorium/gym usage and may need to use the facility during your booking time (on a very rare occasion). In this case – you will be given an extra night to use the gym.