# Operational Policy: Use of BLENNZ Facilities (NAG 4)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) is committed to ensuring its facilities are used in a safe and appropriate manner. Facilities include the Homai Campus School and Residential (including The Bach), the Early Learning Service, the Homai Swimming Pool, Visual Resource Centres and Satellite classes.

This policy is to provide guidance to those outside of BLENNZ who may wish to use BLENNZ facilities.

BLENNZ reserves the right to refuse approval for the use of its facilities as it sees fit.

At all times the safety of BLENNZ ākonga, visiting whānau and staff is paramount.

## Policy Requirements:

1. Hireage of BLENNZ facilities for “casual use” will be approved by the Principal through the Senior Management Team. Examples of casual use hireage are:

* Hireage of rooms for an event
* Use of the grounds for an event(s)
* Hireage of the swimming pool.

2. Approval for third party hireage will be done in accordance with the Ministry of Education Third Party Occupancy Agreement. Examples of common situations are:

* Land lease
* Building lease
* Shared use license of a building or pool.

3. All applications by outside organisations must be submitted in advance on the correct form and clearly indicate facilities and/or areas needing to be accessed. Access to unauthorised areas is strictly prohibited.

4. Hirers must comply with all BLENNZ policies.

5. To meet its responsibility for compliance with health and safety legislation, BLENNZ will provide the hirer of the facilities with:

* + a copy of the BLENNZ Health and Safety Site Statement
	+ a copy of the BLENNZ Health and Safety: Visitors policy
	+ a copy of the appropriate Risk Assessment Register for the facility or area being accessed.

6. Payment for hire will not be required for activities linked to BLENNZ, however reimbursement of operating costs may be sought e.g. cleaning, staff room consumables (tea, coffee etc), security and access. This will be discussed with the hirer prior to any agreement.

7. All income including donations and koha will be receipted as per procedures in the BLENNZ Cash Management Policy.

8. To fulfil requirements in terms of emergency evacuation procedures:

* a copy of the approval form must be kept with “sign in” documentation and be easily accessible in case of an emergency
* a copy must also be provided to the base school and/or sensory resource centre as appropriate.

9. The BLENNZ health and safety site statement must be provided to those hiring the facility.

10. Residential accommodation will not be available to outside organisations during school terms (including weekends).

11. Meeting rooms located in the Homai Campus school area of the building will not usually be available for hire during hours the school is open.

12. Access to internet must be confirmed prior to using the facilities.

13. This policy must be read in conjunction with other BLENNZ policies, and in particular the Cyber-Safety, Cash Management, Emergency Procedures, Smoke Free, Swimming Pool and Outdoor Learning Environment policies.

14. Rates for hireage of BLENNZ Homai Campus facilities are as follows:

 Kauri Room $30.00 per hour

 Totara Room $20.00 per hour

 Pohutukawa Room $20.00 per hour

Early Learning Centre $30 per hour

 The Bach $25.00 per night per person

 Café BLENNZ $25.00 per night per person

Additional costs associated with cleaning, use of kitchen facilities etc will be negotiated at the time of hire.

The cost of repair to any damaged facilities, equipment or consumables during the period of hireage will be charged to the hirers.

Hireage rates for other BLENNZ sites will be negotiated as and when required.

## Supporting Documents:

BLENNZ Operational Policy: Health and Safety Visitors

BLENNZ Health and Safety Site Statement

BLENNZ Risk Assessment Register

[Ministry of Education website - Third Party Occupancy](http://www.education.govt.nz/school/property/state-schools/day-to-day-management/leasing-or-hiring-to-third-parties/)

[Worksafe NZ - Health and Safety Act 2015](http://www.business.govt.nz/worksafe/hswa)

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