

**DIOCESE OF EVO**  
**(Anglican Communion)**  
**EVO DIOCESAN SCHOOLS**

**STATIONERY, OFFICE AND SCHOOL FACILITY USAGE POLICY**

**1. PREAMBLE:**

- 1.1 The Evo Diocesan schools requires principles and procedures relating to stationery, office and school facility usage to be formalized under a comprehensive policy.
- 1.2 This policy applies to all employees and volunteers of the School, as well as all members of the community, and organizations that wish to make use of the school's facilities.
- 1.3 It shall be consulted in matters relating to the leasing and use of the Diocesan schools' facilities.

**2. OBJECTIVES**

The objectives of this policy could be summarized as follows:

- 2.1 To ensure that all stationery, office equipment and school facilities are maintained and secured from damage and misuse.
- 2.2 To guide the management and external organizations in the lease and usage of school facilities.

This objective shall be read in context of the School's vision, mission and core values.

**3. DEFINITIONS**

**i. Office facilities may herein be defined as:**

A room or set of rooms containing equipment such as photocopiers, printers, shredders, intercom phones, and other office machinery. in which business, professional duties, clerical work etc., are carried out.

**ii. stationery and may herein be defined as:**

Writing Materials and equipment provided by the management and used for the daily operations in the office. They may include pens, markers, envelopes, papers, etc.

**iii. School facilities may be defined as:**

The buildings and infrastructural equipment necessary for instructional and related supporting purposes including but not limited to, the hostels, halls, classrooms, sports field and equipment, laboratories and so on.

#### **4. CONSIDERATIONS**

##### **SECTION A: STATIONERY AND OFFICE FACILITY**

- 4.1 No un-authorized person(s) groups or entity shall be allowed to use the office stationery/equipment and school facilities, at any time, except granted permission by the principal or administrative officer.
- 4.2 No staff member shall instruct a student to make use of the office equipment, printers, photocopier, stationery, phones and shredder.
- 4.3 The staff member shall have proper understanding of the operation of the office equipment before usage. This is to prevent misuse or damage.
- 4.4 In the event of damage of an office facility or equipment whilst in use by an employee, a report shall be immediately made to the principal.
- 4.5 The responsible staff, if found to have been careless, shall be required to pay for the damage done. The total cost of repair shall either be paid by the staff or deducted from monthly salary.

- 4.6 Purchase of general stationery and office facilities will be done with prior approval from the Principal and through an approved official.
- 4.7 The management, maintenance and replacement of office equipment, printers, photocopier, stationery, phones and shredder are the responsibility of administration staff, with prior approval from the Principal.
- 4.8 Paper use shall be minimized through use of electronic communication, such as e-memos
- 4.9 The use of the printer or photocopier for personal purposes by the staff shall be limited to a rate of one photocopy/print out per office working day. Permission needs to be obtained from the Principal for higher volume usage. This is to reduce operational cost/ re current cost of buying papers.

## **SECTION B: SCHOOL FACILITIES**

It is understood in all cases that the regular school program, school activities or Diocesan activities, take precedence over all outside requests to use school facilities.

- 4.10 Organizations, groups or person (the lessee), who wish to rent the school's facilities shall write the school management to formally apply at most three weeks before intended use. This is to prevent clashes with indigenous use.
- 4.11 Rental fees stipulated by each individual school shall be charged to provide additional revenue. These fees shall be invoiced, collected and accounted for by the accounts department.
- 4.12 The lessee shall pay at least seventy percent (70%) of the charged rental fee, before granted access to the facilities.

4.13 The lessee shall provide their own equipment unless specific alternative arrangements are made with the Principal or Admin Official in charge.

4.14 ALL Such equipment must be removed from the school's grounds within twenty-four (24) hours after the activity, except satisfactory arrangement has been made with the Principal. If so, such equipment shall be positioned in a manner that causes no obstruction to the school's daily activities.

4.15The lessee shall assume full responsibility for maintaining and or returning rented school facilities, property or equipment to their existing condition as at the time of the rental.

4.16The lessee shall assume full responsibility for damages or loss to school facilities, properties or equipment.

4.17 Lessee will be responsible for the conduct of all persons present in connection with each and every facility in use. The lessee shall also be responsible for any injuries inflicted on such persons during the use of the school facilities.

4.18 There shall be NO smoking, drinking of alcohol, usage of illegal or controlled substances and any other act of immorality on the school property. The lessee MUST comply with the afore mentioned prohibition.

## **5. ROLES AND RESPONSIBILITIES**

5.1 The Principals shall be responsible to communicate this policy to all the employees

5.2 The employees shall note and abide by the tenets of this policy.

5.3 Any employee aware of any event where this policy has been contravened must report such case to the Principal.

5.4 The principals shall be responsible to communicate the **SECTION B** part of this policy in a written document to any organization, group, or entity that wish to rent the school's facilities.

5.5 The lessee must sign the afore mentioned policy document, thereby ensuring an understanding and agreement between both parties, before the use of the facilities.

**6. AMENDMENT:**

This policy is subject to amendment by the Evo Schools Education Board in order to ensure its effectiveness in accomplishing the schools mission, vision and policy goals.

**Signed:**

**Chairman, Evo Education Board -**

**Name:.....**

**Signature:.....**

**Date:.....**

**Secretary, Evo Education Board -**

**Name:.....**

**Signature:.....**

**Date:.....**

**Performance Improvement Coordinator,**

**Evo Education Board -**

**Name:.....**

**Signature:.....**

**Date: .....**