



Supporters of Tiritiri Matangi Policy

Use of the Visitors Centre ¹

Change Control

Version	Date	Author	status	Description of Changes
V1.0	October, 2022	Rachel Goddard	Published	First edition
V1.1	10 May 2025	Rachel Goddard	Published	Changes references made about the committee to Board.

The use of the visitors centre building, outside of normal operating hours must be authorized by the committee and be in accordance with our concession. Generally permission would only be granted for supporters and DOC staff.

Requests for use should be forwarded to the Board in writing at least a week prior to the next Board meeting. Requests will be considered in terms of appropriateness to the SoTM strategic plan, and be in accordance with the rules of the SoTM insurance policies. A response will be sent immediately after the meeting.

Anyone using the building must abide by the direction of the DOC rangers and SoTM guiding manager (or appointed SoTM supporter in attendance).

Rules for use

1. All appropriate policies must be adhered to;
 - SoTM health and Safety policy (particularly Section 2 - Visitor Centre, Shop, Office and courtyard)
 - SoTM IT and Use of Wifi policies
 - Smoking or vaping is only permitted on the gravel section in the courtyard.
2. Use of the visitors centre must not bring SoTM into disrepute.
3. There will be no permission given for the use of the shop facilities and access to the shop and office area is prohibited unless authorized.
4. The hirer is responsible to ensure that the visitors centre is securely locked upon departure. A set of keys will be made available. The keys must be returned to the DOC office immediately after use.
5. The hirer must indicate the hours of use, especially evening finishing times.

¹ May, 2025

6. If the hirer intends to use decorations and/or wall displays in the visitors centre in any way, permission must be granted prior to the function, and the visitors centre returned to it's original condition afterwards.
7. The visitors centre must be left in a clean and tidy state. Tables and chairs should be returned to their usual placement.
8. Children must be supervised at ALL times including when outside on the island.
9. Under the concession document, alcohol is not permitted.

[Health and safety](#)

[Wifi and Internet use](#)

[Doc Concession](#)