



Policy re Hire and Use of School Premises by teachers/outside groups

External group use of the school premises for whatever purpose is dependent on compliance with the following directions:

1. Application in writing of proposed events to Principal/Chairperson of the Board of Management with all details, including proposed activity, number of people/children involved, duration of hire etc.
2. Evidence of appropriate insurance including public liability must be provided in writing to the Board of Management (unless the BOM agrees alternative arrangements), prior to the commencement of the event/activity.
3. The nature of the activities for which the school is hired should be in keeping with the general educational aims and/or ethos of the school.
4. The standard and quality of organisation, discipline and instruction (where it applies) should be in keeping with the professional standard of the school.
5. Where it applies, the quality of care towards and responsibility shown to children involved in specific activities should be in keeping with that of the school.
6. Date(s) must be agreed with BOM in advance.
7. Rooms will be assigned by the BOM.
8. A written agreement must be signed by BOM and the organisers of any event.
9. The supervision of children attending extra curricular activities is the responsibility of the teacher/instructor present on behalf of the group/individual hiring the school. (This includes the supervision and care of the pupils waiting beforehand and waiting to be collected afterwards).
10. Any brochure/publicity should state that the event is not being run by the school authorities.
11. Responsibility rests with the group/individual who is hiring the school for communicating with parents/guardians about:
 - a. Starting/finishing dates and times
 - b. Cancellations, re-scheduling etc

- c. A contact phone number should be provided to parents by the organisers.
12. The teacher/organiser present on behalf of the group/individual hiring the school is responsible for:
- Health and Safety of participants.
 - Providing evidence of their Garda Vetting to the school
 - Providing their Child Safeguarding/Protection Policy to the school
 - Ensuring that the school's no smoking status is upheld
 - Turning off lights
 - Returning equipment and furniture to proper storage point
 - Re-arranging classroom furniture
 - Arrange daily cleaning of toilets and any rooms used
 - Any additional necessary cleaning (eg: corridors, playground)
 - Setting the alarm system and locking the school
 - Make good any damages
 - Provision of materials
 - Due care in the use of any school equipment
 - Setting the alarm and locking up the building and grounds (if requested to do so).
13. The agreed school hire charges should be paid online/by cheque to the Board of Management, before the commencement of the event/activity. The rate will be decided on a case by case basis.
14. The school reserves the right to use the room for its own purposes.
15. The BOM will periodically review the hire of the school premises and should the need arise, to suspend the hire should they deem it necessary. The school reserves the right to discontinue the use of the hall/room at any time for any specific reason.
16. The rate will be decided on a case by case basis.
17. The Board of Management will periodically review the hire of the school premises.
18. There shall be no disruption to any teacher, child or staff member. The group shall use their own resources unless specifically requested otherwise e.g.

computers. They will have the use of the specific room which approval has been requested and granted only.

19. All course activity organisers shall be responsible for their own tax liabilities. They will provide a tax clearance certificate with their application for use of the school premises.
20. The organisers are responsible for familiarising themselves with all Health and Safety Procedures.
21. All course organisers shall receive this policy and shall sign it thus agreeing to the aforementioned.
22. All course organisers shall receive, read and sign the attached contract (which forms part of this policy) for the rental/leasing of premises for Scoil Bhríde Nurney
23. This agreement will be valid, subject the above conditions, for one year.

I _____ agree to these rules and procedures
for my _____ running on
_____ (indicate dates).

I have provided:

- Evidence of appropriate insurance including public liability is provided in writing to the Board of Management.
- Evidence of Garda Vetting to the school.
- A Child Protection Policy to the school.
- A tax clearance certificate.
- The signed contract below agreeing to all the above terms and conditions

CONTRACT

For the rental/leasing of premises for *St Christopher's PS*

Name of organisation				
Address				
Phone	Mobile		Landline	
Email				
Purpose for which the premises will be used				
Number of participants				
Period of rental	From		To	
Number of rooms				
Please indicate spaces requested	GP Hall <input style="width: 50px; height: 20px;" type="checkbox"/> Resource Room <input style="width: 50px; height: 20px;" type="checkbox"/> Classrooms <input style="width: 50px; height: 20px;" type="checkbox"/> Playground <input style="width: 50px; height: 20px;" type="checkbox"/>			
Insurance company (please enclose copy of policy)				
Contact person				
Phone				

- I will pay the *Board of Management of St Christopher's PS* the agreed rate of €_____per week/day (*delete as appropriate*) for the duration of the rental period.

Online payment or cheques payable in advance to “*Board of Management of St Christopher's PS.*”

- I undertake to repair any damage to the premises and equipment and return it to its former state.

- I will ensure that all school equipment is kept safely and properly stored.
- I agree to use only the room(s) agreed in advance
- I agree that the school premises will only be used for the activities agreed in advance.

Any changes in these activities should be agreed in writing with the Board of Management.

Signed by renter: _____ Date: _____

Signed on behalf of the BOM: _____ Date: _____

Ratification of Use of School Premises Policy

This policy was adopted by the Board of Management on _____

Signed: _____
Chairperson of Board of Management

Signed: _____
Principal

Date: _____

Date: _____

Date of next review: _____

**Ratified by the Board of Management
3rd December 2019**