

Scoil Thomáis, Laurel Lodge, Castleknock, Dublin 15

USE OF SCHOOL HALL & SCHOOL FACILITIES POLICY – Updated September 2016

CONDITIONS SPECIFIED BY THE BOARD OF MANAGEMENT GOVERNING THE USE OF SCHOOL HALL & FACILITIES BY COMMUNITY ORGANISATIONS AND OTHER NON-SCHOOL BODIES OR AGENCIES

In order to prioritise the use of the school hall and school facilities for school related purposes the Board of Management in consultation with the Principal will decide periodically the schedule of availability of the school hall and facilities for outside use and this schedule may be reviewed by the Board of Management as necessary.

If, as a result of unforeseen circumstances, the school hall and/or facilities are urgently required by the school the Board of Management reserves the right to change/cancel the use of the school hall/facilities by outside organisations/groups. In such an instance the Board of Management will endeavour to give notice in writing at least one week in advance.

Scoil Thomáis Parents' Association shall have access to the school hall/facilities for Parents Association events by prior arrangement with the Board of Management. Rental of the school hall/facilities is only available during school term time.

The Board of Management reserves the right to refuse the use of the school hall/facilities to organisations/groups as deemed appropriate by the Board.

Insurance: Comprehensive insurance cover must be affected by the organisation/group seeking the hire the school hall/facilities. Furthermore this insurance cover must indemnify the Board of Management and Trustees from any liability arising from the organisation/groups presence on school property. As a condition of hire, the school is authorised to make any enquiries it deems necessary with the organisation/groups insurance company. NOTE: A copy of the current insurance policy and a receipt confirming payment of insurance premium is to be provided to the Board of Management representative prior to the commencement of the rental period.

Rental Fee: A rental fee as agreed with the Board of Management (€30 per hour Commercial Rate/€20 per hour Community Rate) is normally payable for the use of school hall/facilities. These charges are determined from time to time by the Board of Management and are payable per school half term i.e. Halloween, Christmas, Easter and Summer.

Health & Safety: The Board must be satisfied that those hiring the school hall/facilities abide by the normal health & safety practices of the organisation/group. In addition organisations/groups using the school hall/facilities are required to abide by the school signs on display and to adhere to school rules regarding no smoking and other health and safety requirements. The use of the school hall/facilities must not interfere with school work in any way. All groups renting the school hall/facilities must comply with National Child Protection Guidelines.

Requests made by the Board/School representative on duty during meeting/activity times are to be complied with promptly and in full. School property is to be vacated at the appointed times.

Termination of Agreement: The Board of Management reserves the right to terminate the rental agreement with immediate effect in the event that the organisation/group hiring the school hall/facilities is deemed not to be conforming with BOM policy.

Approved by Scoil Thomáis Board of Management

Date: 26th September 2016

Signed on behalf of the Board, Pat Curtin, Chairperson BOM

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APPLICATION FOR THE USE OF SCHOOL HALL / SCHOOL FACILITIES

1. ORGANISATION DETAILS

Name of Association / Group: _____

Commercial: _____ **Community:** _____ **Other** _____ (Please tick which applies)

Address: _____

Tel No: _____ Email: _____

Contact Name and Address & Phone : _____

2. FACILITIES REQUIRED

Facilities / Room required: _____

Purpose: _____

Date/s required: _____ Time/s: _____

Name and address of person who will be in charge: _____

3. INSURANCE DETAILS

Name and address of insurance company: _____

Policy number: _____ Expiry date of policy: _____

4. DECLARATION/AUTHORISATION TO BE SIGNED ON BEHALF OF ORGANISATION/BODY

I / We agree to the conditions governing the use of SCOIL THOMAIS HALL/SCHOOL FACILITIES as specified on the form attached. I / We authorise the School to make such enquires, as it deems necessary in connection with this application.

SIGNED: _____

DATE: _____

TO BE COMPLETED BY THE BOARD OF MANAGEMENT REPRESENTATIVE

APPROVAL OF APPLICATION

Use of school hall/ facilities sanctioned (dates and times):

Rate Agreed: _____ & Payment Agreement _____

The original insurance certificate has been inspected and a copy has been retained for School records.

A copy of the approved application has been given to the applicant together with a copy of the conditions approved by the Board of Management in relation to the use of School property by outside bodies.

SIGNED: _____

DATE: _____

PRINCIPAL /CHAIRPERSON BOARD OF MANAGEMENT/BOM REPRESENTATIVE