

Scoil Thomáis, Laurel Lodge, Castleknock, Dublin 15
USE OF SCHOOL HALL & SCHOOL FACILITIES POLICY – Updated September 2016
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: _____

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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