

USE OF SCHOOL HALL & SCHOOL FACILITIES POLICY

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 at least one week in advance, however, this cannot be guaranteed.

Rahara N.S. Parents' Association shall have access to the school hall/facilities for Parents Association events by prior arrangement with the Board of Management.

Any damage to property or equipment must be reported in writing to Rahara N.S. by the next day. The Board of Management reserves the right to recoup any costs incurred.

Notice of meeting/events must be giving in writing/email at least one week in advance.

Meeting/activities must be held only at times sanctioned by the Principal/Board of Management.

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.

Access to the school phone and internet are not permitted.

The organisation/body is responsible for ensuring that all members using the school facilities are aware of these conditions. *Please see 'Checklist for use of school Hall'*

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/group's presence on school property. As a condition of hire, the school is authorised to make any enquiries it deems necessary with the organisation/group's 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.

Costs: A contribution/donation can be made to Rahara N.S to cover the use of the school hall & kitchen. **Rahara N.S. cannot incur any costs of meetings/events that take place in the school.** Heating and use of immersion is permitted on request only. (Electric/gas heaters are not permitted). Additional costs must be adhered to for any damages incurred, wear and tear, excessive use of heat, light and power and other overheads.

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 pitch and yard is permitted on request to facilitate crowd management. The capacity of the school facilities must not be exceeded to minimise the risk at the event & to ensure everyone is kept safe and secure. The use of the school hall/facilities must not interfere with schoolwork in any way. All groups renting the school hall/facilities must comply with National Child Protection Guidelines. **Access to all classrooms and the office are not permitted at any time.** 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 Rahara N.S. Board of Management: _____

Date: _____

Checklist to be followed for use of school facilities:

- Caretaking arrangements need to be put in place to control the opening & closing of school premises and this is to be communicated with the school principal by the organisation/group. Keys can not be taken from the school building
- Arrangements must be made to lock all doors to the three classrooms and office. These rooms are not to be used at any stage by groups/organisations.
- Ensure all exit doors and windows are locked prior to leaving.
- Child Protection guidelines must be always adhered to.
- The school sheds will be locked and cannot be accessed.
- Electric and gas heaters are not permitted.
- All heating must be turned off prior to leaving.
- If the hot water is used the immersion switch must be switched off prior to leaving.
- All electric equipment must be switched off and lights turned off prior to leaving.
- The facilities used must be left in a clean & tidy condition in their original state and all property belonging to the group removed as agreed.
- Access to school phone & internet is not permitted
- Turn on alarm prior to leaving 0#4

Application for use of Rahara National School Hall & Facilities

1. ORGANISATION DETAILS

Name of Association/Group: _____

Address: _____

Tel no: _____

Contact name & address: _____

Tel no: 2. _____

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 School Property as specified on the form attached. I authorise the school to make such enquiries, as it deems necessary in connection with this application.

Signed: _____ Date: _____

5. APPROVAL OF APPLICATION

Use of school facilities sanctioned _____. 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 approved conditions in relation to the use of School property by outside bodies.

SIGNED: _____ (BOM member)