
Hire & Use of School Premises Policy

St. Martin de Porres
NS Roll Number:
19617W

Date:

Hire & Use of School Premises Policy

The Department of Education and Skills would urge Boards of Management to give serious consideration to requests by groups within the community for the use of school premises and facilities outside of school time for community education and recreation purposes. In urging and encouraging the Boards of Management to respond sensitively to such requests, the Department fully appreciates that the decision ultimately lies with the Board and that the first priority at all times should be the interest of the school, its teachers and pupils.

In keeping with Circular 16/05 *The Sharing of School Facilities with the Community*, the Board of Management of St. Martin de Porres NS shall ensure that:

- There is a licence agreement between the Board and the group using the school premises;
- The agreement with users of school facilities should be underwritten by a contract
- This contract should be reviewed regularly;
- Any agreement should be in conformity with the lease for the building;
- There is an arrangement in place to cover additional costs for heating, lighting, cleaning and maintenance of the area(s) used by the group(s) involved;
- All external groups using the school must have public liability cover and adequate insurance. Insurance certificates should be presented to the Board of Management;
- Health and Safety procedures are followed;
- Child Protection guidelines and legislation are followed.

External group use of the school premises at St. Martin de Porres NS, for whatever purpose, is dependent on compliance with the following directions and with the approval of the Board of Management of St. Martin de Porres NS;

1. Evidence of appropriate insurance including public liability must be provided in writing to the Board of Management (unless the BoM agrees alternative arrangements).
2. A Child Protection Policy must be provided where children are involved with the use of the school.
3. Written confirmation (in the form of a vetting disclosure) that instructors/teachers have completed the Garda vetting procedures must be provided to the school where children are involved with the use of the school.
4. The nature of the activities for which the school is hired must be in keeping with the general education aims and/or ethos of the school.
5. The standard and quality as regards organisation, discipline and instruction (where it applies) must be in keeping with the professional standards of the school.
6. Where it applies, the quality of care shown to children involved in specific activities must be in keeping with that of the school.

7. The supervision of children attending extra curricular 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.
8. Responsibility rests with the group/individual who is hiring the school for communicating with parents about:
 - a) Starting/finishing dates and times
 - b) Cancellations, re-scheduling etc.
 - c) A contact phone number should be provided to parents
9. The instructor/teacher/organiser present on behalf of the group/individual hiring the school is responsible for:
 - Ensuring that the school's no smoking status is upheld (this includes the school building and all outdoor areas inside the school gates);
 - Reporting and repairing any damages to property or facilities;
 - Turning off all lights when leaving the school premises;
 - Returning equipment and furniture to proper storage point;
 - Re-arranging classroom furniture to its original position;
 - Any necessary cleaning;
 - Setting the alarm, lowering shutters and locking up the school building and grounds.
10. The agreed school hire charges are paid electronically using the BIC and IBAN written on Contract agreement. Typical hourly rate is €10 per hour or €15 for 2 hours. Other financial arrangements (e.g. heating and lighting charge) may be agreed should the Board of Management see fit.
11. The school reserves the right to use the hall/room at any times for its own purposes, should the need arise. The school also reserves the right to discontinue the use of the hall/room at any time for any specific reason.
12. The Board of Management will periodically review the hire of the school premises.

Licence Agreement

On behalf of _____,

I/We have read this policy and accept the conditions listed. I/We wish to hire the school premises from _____ to _____ (*times*)

on _____ (*days/dates*)

Signed on behalf of the group: _____ Date: _____

Signed on behalf of St. Martin de Porres NS: _____ Date: _____

Chairperson, BoM

Contract for the rental/leasing of premises for St. Martin de Porres NS

Name of Organisation			
Address			
Phone Number		Email	
Purpose for which the premises will be used			
Number of participants			
Period of rental	From: _____ To: _____		
Insurance Company (Please enclose copy of policy)			
Contact Person		Phone	

Rental is divided into hourly, half day, full day and weekly rates. See table below.

Time	Rates	Option Selected
Hourly	€30.00	
Half-day (4 consecutive hours)	€100.00	
Full-day (8 consecutive hours)	€175.00	
Weekly (Half-day)	€500.00	
Weekly (Full-day)	€900.00	

I will pay the Board of Management of St. Martin de Porres NS the agreed rate selected above for the duration of the rental period. Payments are made by electronic transfer to the bank account of St. Martin de Porres NS, monthly in advance. Account details are:

IBAN	IE22 AIBK 9333 1713 4390 05	BIC	AIBKIE2D
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(Please put Group name as a reference)

The rate applies to use of the school hall space and bathrooms only.

- 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 only use 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: _____

Date: _____

Signed: _____

Date: _____

Chairperson, Board of Management