



## St. Joseph's N.S. Miltown Malbay

### Hire and Use of School Premises Policy

External group use of the school premises for whatever purpose is dependant on compliance with the following directions and with the approval of the Board of Management:

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 Safeguarding Statement must be provided where children are involved with the use of the school.
3. Written confirmation 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 educational 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 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.
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 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
  - Reporting and repairing any damages to property or facilities
  - Turning off lights on leaving the premises
  - Returning equipment and furniture to proper storage point
  - Re-arranging classroom furniture
  - Any necessary cleaning
  - Setting the alarm, locking up the school building and grounds
10. The agreed school hire charges are paid by SEPA transfer, cheque or cash. Typical hourly rate is €20 per hour. Other financial arrangements may be agreed should the Board of Management see fit.
11. The school reserves the right to use the hall/room at any time 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.

On behalf of \_\_\_\_\_, I have read this policy and accept all these conditions. We wish to hire the school premises from \_\_\_\_\_ to \_\_\_\_\_ (times) every \_\_\_\_\_ (days).

Signed on behalf of group: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson, BoM: \_\_\_\_\_ Date: \_\_\_\_\_

This policy will be reviewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management on \_\_\_\_\_

Signed: \_\_\_\_\_  
**Chairperson of Board of Management**

Signed: \_\_\_\_\_  
**Secretary Principal**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Review: \_\_\_\_\_  
**Chairperson Board of Management**

Date: \_\_\_\_\_

Review: \_\_\_\_\_  
**Chairperson of Board of Management**

Date: \_\_\_\_\_

Review: \_\_\_\_\_  
**Chairperson of Board of Management**

Date: \_\_\_\_\_

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