

Policy No: 25

Ratified By BoM Date: ~~27-04-2021~~

13-2-24

Review Date: ~~April 2024~~

Feb 2027.



St Francis National School

Rock Road, Blackrock, County Louth, A91 NHOV
Tel: 042 9366993 Email: admin@stfrancisns.ie Web: www.stfrancisns.ie

Hire and Use of School Premises Policy

In reading this policy, it should be noted that the term "Parent(s)" also includes Guardians and should be interpreted as such.

External groups use of the school premises for whatever purpose is dependent on compliance with the following directions. (*Activities **organised by** the BoM are covered by the school insurance; therefore activities **approved** by the BoM (**not** organised by it) require the user to take out their own insurance*).

All enquiries to hire and use the school premises must be made via the office in the first instance to check availability. Hire and use of school premises is subject to approval from the Board of Management, and subject to the following conditions:

1. Evidence of appropriate insurance, including public liability is provided in writing to the Board of Management (unless the BoM agrees alternative arrangements), indemnifying St Francis NS against any claims.
2. The nature of the activities for which the school is hired is in keeping with the general educational aims and/or ethos of the school.
3. The standard and quality of organisation, discipline and instruction (where it applies) is in keeping with the professional standard of the school.
4. Where it applies, the quality of care towards children involved in specific activities is in keeping with that of the school.
5. 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.

6. Responsibility rests with the group/individual who is hiring the school for communicating with parents about:
 - a. Starting/finishing dates and times
 - b. Collections of monies
 - c. Cancellations, re-scheduling etc
 - d. Contact details must be provided to parents
7. The teacher / organiser present on behalf of the group/individual hiring the school is responsible for:
 - Turning off lights
 - Returning equipment and furniture to proper storage point
 - Re-arranging classroom furniture
 - Any necessary cleaning
 - Setting the alarm system and locking the school
 - Ensuring that the school's no smoking status is upheld
8. Persons / groups hiring school facilities must be aware of their responsibilities under health and safety legislation (including any relevant Covid-19 protocols) and specifically with the Health & Safety Policy of the school.
9. Persons / groups hiring school facilities must be aware of their Child Protection responsibilities if working with children, and provide the school with a copy of their Garda vetting documents. Garda vetting can be made via the school if required.
10. All activities carried out on school properties must comply with all legal and taxation legislation.
11. The agreed school hire charges are paid by cash, cheque or by direct bank transfer to 'St Francis NS'
12. The school reserves the right to use the hall/room for its own purposes, should the need arise and undertakes to give as much notice as possible to the person / group hiring the premises.

An **Agreement for Rental of School Premises** is issued to the person / group and signed by both parties. (See Appendix 1)

Communication

This policy will be available in the Plean Scoile and on the school website.

Responsibility for Review:

All members of staff, Parent Association, BoM.


Timeframe for Review:

This policy will be reviewed every three years or as required to meet the needs of the school.

Next review: February 2027

Hire and Use of School Premises Policy

Ratified by the Board of Management: 13/2/2024 (Date)

Signed: 
(Chairperson, Board of Management)



St Francis National School

Rock Road, Blackrock, County Louth

School Roll Number: 20259G

phone: 042 9366993 emergency mobile: 087 622 4773

e-mail: admin@stfrancisns.ie web: stfrancisns.ie

Principal: Oreena Lawless Deputy Principal: Elaine O'Rourke

Agreement for Rental of School Premises

Name of Organisation			
Name of Individual			
Address			
Phone		Email	
Purpose for which premises will be used			
Number of participants (approx.)			
Garda Vetting Expiry Date			

Period of Rental			
From		To	
Room(s) to be used			
Insurance Company			
Policy Number			
Policy Expiry Date			
(Please attach a copy of your Public Liability Insurance and Garda Vetting)			

Payment

I will pay the Board of Management of St Francis NS the agreed rates as detailed below

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1. Payment should be made by bank transfer (please state your (company) name when paying by BACS) or cash to the school office.
2. I have read a copy of the current school policy **Hire and Use of School Premises Policy** (available on our school website) and agree to the terms therein.
3. I undertake to repair any damages to the premises and equipment and return it to its former state.
4. I will ensure that all equipment is kept safely and properly stored.
5. I agree to use only the room(s) agree overleaf.
6. I agree that the school premises will only be used for the agreed activities.
7. I understand that I am responsible for any children in my care until they have been safely picked up by their parent/guardian.
8. I confirm that I have child safeguarding procedures in place.
This does not apply to users hiring the school for adult classes.
9. I understand that from time to time, activities in school (e.g. school plays) may prevent me from using the facilities but that the school will give me advance notice of any such dates.
10. I will give the school advance notice of any cancelled rental dates so the caretaker / keyholder knows to lock up.

Any changes to this agreement should be agreed in writing in the Board of Management of St Francis NS and, if necessary, a new Agreement issued.

Signed

Signed: _____ (on behalf of Hirer)

Date: _____

Signed: _____ (On behalf of St Francis NS / Board of Management)

Date: _____

One Copy retained in school, one copy to the Hirer