

# **Scoil Mhuire an Chroí gan Smál, Leenane**

## **Hire and Use of School Premises Policy**

The Department of Education and Skills would urge Trustees and 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 Trustees and Boards of Management to respond sensitively to such requests, the Department fully appreciates that the decision ultimately lies with the Board and/or Trustees 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 Leenane 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 areas 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 & Safety procedures are followed;
- Child Protection guidelines and legislation are followed.

External group use of the school premises at Leenane NS, for whatever purpose, is dependent on compliance with the following directions and with the approval of the Board of Management of Leenane 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 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 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;
  - 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 to its original position;
  - Any necessary cleaning;
  - Setting the alarm, locking up the school building and grounds.
10. The agreed school hire charges are paid by cheque to Leenane NS or in cash. 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 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.

## **LICENCE AGREEMENT**

On behalf of \_\_\_\_\_,

I/We have read this policy and accept all these conditions. I/We wish to hire the school premises from \_\_\_\_\_ to \_\_\_\_\_ (times) on \_\_\_\_\_ (days/dates).

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

Signed on behalf of Leenane N.S.: \_\_\_\_\_ Date \_\_\_\_\_

Chairperson BOM