



Bandonbridge N.S.
Use of School Premises outside of
School Hours Policy

External group use of the school premises for whatever purpose is dependent on compliance with the following procedures/conditions:

1. Application in writing of proposed events to Principal/Chairperson of BOM with all details e.g. Proposed activity, number of people/children involved, duration of hire etc.
2. Evidence of appropriate insurance including public liability is provided in writing to the Board of Management (unless the BOM agrees alternative arrangements).
3. 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.
4. The standard and quality of organisation, discipline and instruction (where it applies) is in keeping with the professional standard of the school.
5. Where it applies, the quality of care towards and responsibility shown to children involved in specific activities is in keeping with that of the school.
6. The supervision of children attending extracurricular 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.
7. Responsibility rests with the group/individual who is hiring the school for communicating with participants about:
 - Starting/finishing dates and times
 - Cancellations, re-scheduling etc.
 - All other course information
 - A contact phone number should be provided to parents through which all questions are directed. The school phone number is not to be provided as a contact number.
8. The teacher/organiser present on behalf of the group/individual hiring the school is responsible for:
 - Health and Safety of participants
 - The school Code of Behaviour and Anti-Bullying policy is adhered to (if relevant)
 - Ensuring that the school's no smoking status is upheld
 - Providing evidence of their Garda Vetting to the school (if relevant)
 - Providing their Child Protection Policy to the school (if relevant)
 - Turning off lights and closing all windows
 - Turning off heat and ensuring excessive heat is not used (if relevant)
 - Ensuring that all school equipment is kept safely and properly stored
 - Returning equipment and furniture to proper storage point (if relevant)
 - Re-arranging classroom furniture (if relevant)
 - Ensuring that only the room(s) agreed in advance are used
 - All cleaning up afterwards
 - Setting the alarm system, locking up the school building and grounds
 - Contacting the security company if the alarm is set off accidentally
 - Repairing any damage to the premises and equipment and return it to its former state.

9. The agreed school hire charges are paid in advance by cheque to *Board of Management of Bandonbridge N.S.*
10. The school reserves the right to use the room for its own purposes.
11. Vehicles parked on school property do so at their own risk. The organiser/facilitator must inform all participants (or their parents) of this.
12. The BOM will periodically review the hire of the school premises and should the need arise, to suspend the hire should they deem it necessary. The school reserves the right to discontinue the use of the hall/room at any time for any specific reason.
13. The rate will be decided on a case by case basis.
14. The Board of Management will periodically review the cost to hire the school premises.
15. There shall be no disruption to any teacher, child or staff member. The group shall use their own resources unless specifically requested otherwise e.g. computers. They will have the use of the specific room which approval has been requested and granted only.
16. All course activity organisers shall be responsible for their own tax liabilities.
17. The organisers are responsible for familiarising themselves with all Health and Safety Procedures.
18. The organisers will have a fire evacuation procedure which is outlined to participants verbally at the beginning of the class.
19. All course organisers shall receive this policy and shall sign it thus agreeing to the aforementioned.
20. All course organisers shall receive, read and sign the attached contract (which forms part of this policy) for the rental/leasing of premises for Bandonbridge N.S.
21. This agreement will be valid, subject the above conditions, for one **month/year**.

Signed by renter: _____

Signed on behalf of the BOM: _____

CONTRACT FOR THE USE OF BANDONBRIDGE N.S. OUTSIDE NORMAL SCHOOL HOURS

Name of organisation				
Address				
Phone	Mobile		Landline	
Email				
Contact person				
Phone (if different from above)				
Purpose for which the premises will be used				
	Any changes in these activities must be agreed in advance in writing with the Board of Management.			
Renter's Number of participants (e.g. 10-15 adults)				
Day/Time/Duration of use of premises (e.g. Tuesdays, 16:00-17:30)				
Period of rental	From		To	
Rental to be payable by renter in advance to " <i>Board of Management of Bandonbridge N.S.</i> " (e.g. €... per week for the rental period)				
Renter's Insurance company				

The renter as provided the following to the *Board of Management of Bandonbridge N.S.*:

- Evidence of appropriate insurance including public liability
- Evidence of Garda Vetting to the school (if relevant)
- A Child Protection Policy to the school (if relevant)

The renter agrees to the attached and signed procedures / conditions

Signed by renter: _____ Date: _____

Signed on behalf of the BOM: _____ Date: _____