



Procedures regarding Hire and Use of School Premises

INTRODUCTION

This policy has been formulated as the result of the demand for the use of school premises by various local groups.

RATIONALE

This policy has been compiled to provide guidance to groups wishing to use school premises for meetings or extra-curricular activities. It also forms the basis of an agreement between the Board of Management and any external groups.

RELATIONSHIP TO SCHOOL ETHOS

Scoil Mhuire Lourdes aims to provide a child-centred, safe and secure place of learning for all our pupils in which they can reach their potential. We also seek to foster and develop a culture of diversity, inclusion and community.

AIMS and OBJECTIVES

This policy seeks to:

- Clarify requirements for any groups seeking to hire/use the school premises
- Specify responsibilities of those using school premises
- Provide a basis for any agreements undertaken by the school with third parties

RATIFICATION and COMMUNICATION

This policy was ratified by the Board of Management on 25th September 2023. It will be made available to anybody who expresses an interest in hiring or using the school premises.

REVIEW

This policy will be reviewed and/or revised in light of any necessary changes. This review will take place no later than the 27/28 school year.

Signed:

Gerard Connolly

Marie Coen

Chairperson

Principal

Date: 25th September 2023



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

1. Evidence of appropriate insurance including public liability must be provided in writing to the Board of Management;
2. A child protection policy 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/guardians or others in relation to:
 - a. Starting/finishing dates and times
 - b. Cancellations, re-scheduling etc.
 - c. A contact phone number should be provided to parents/guardians
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
 - Contacting the school caretaker to lock up
10. The agreed school hire charges are paid by cheque/ EFT to Scoil Mhuire Lourdes on an annual basis or otherwise as agreed with the Board of Management. Details available on request.
11. The Board of Management reserves the right to use the hall/room for its own purposes, should the need arise. The BoM also reserves the right to discontinue the use of the hall/room at any time.



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12. The BoM will periodically review the hire of the school premises.

HIRE AGREEMENT

Group seeking use of premises: _____

Contact name & address: _____

Contact number: _____

Email: _____

Agreed fee: _____

Preferred payment method: _____

Duration of hire: From _____ to _____

Days and times premises is required: _____

On behalf of _____, I have read this policy and accept all these conditions.

Signed: _____ *On behalf of group*
On behalf of Scoil Mhuire Lourdes

Date: _____